



**BASIC PEACE OFFICER WAIVER PROCESS
(Revised September 2008)**

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 that 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.

At its October 1992 meeting, the Board officially adopted a revised basic peace officer training curriculum which was the result of a three-year basic course validation study. To help ensure that basic training goals are achieved, AZ POST Rules require academies to establish a competency based curriculum. This is a structured plan established to control and shape the learning process and environment. Performance objectives describing and predefining the behavior the student is expected to exhibit are required. Due in part to the revisions in the basic training curriculum and also in response to legal concerns regarding the Americans with Disabilities Act and the Civil Rights Act of 1991, the Board's Waiver Process has undergone significant changes to address these issues.

This section of the AZ POST Rules and Procedures Manual deals with the revised waiver procedures. It covers the qualifications necessary to apply for a waiver, the waiver process, recommended study materials and required examinations.

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 AZ POST 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 Arizona POST 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. Obtain an appointment from an Arizona Law Enforcement Agency.
4. Meet all of the minimum qualifications for certification as an Arizona Peace Officer.

If a candidate meets all of the above qualifications, the appointing agency may provide a POST 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 AZ POST. 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. A written component consisting of either:
 - A. A two-part “reduced” written test consisting of 159 questions for those persons who are currently working as a peace officer or have been actively working as a peace officer for two of the past three years.
 - B. A seven-part written test consisting of 426 questions for those persons who have: 1) served solely as tribal officers and have not been certified by another state; 2) federal officers who have served solely in agencies with limited or specialty enforcement missions; 3) officers from another state who have been out of service for more than one year; or 4) Arizona peace officers whose certification has lapsed.

Each part of the written component must be passed with a minimum score of 70%.

2. A 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 ft. chain link fence followed by a 25-yard sprint, scaling a 6 ft. solid wood fence followed by a 25-yard sprint, a 99-yard obstacle course and a 165 lb. “dummy” drag. (All events are timed and scored in a pass/fail mode).

WAIVER APPLICATION PROCEDURES

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

- A. Prior to any processing of the waiver request, the agency must have established that the applicant meets the minimum qualifications for appointment specified in section R13-4-105 and ensure that AZ POST Form A-1 has been forwarded to the Board.
- B. The Application for Waiver of Training (AZ POST Form WB) must be completed by the applicant, signed by the requesting agency and submitted with documentary evidence of the applicant's prior law enforcement experience and training. Documentation of previous training should include copies of the applicant's basic academy graduation certificate and the state certification, a copy of the basic training syllabus/schedule, as well as any continuing or specialty training the applicant received in addition to their basic academy training. The documentation concerning such training should be directly matched to each functional area in the Basic Peace Officer Course as specified by the Board; to allow AZ POST staff to determine whether the training substantially conforms to the Basic Course Curriculum.
- C. Applications will be reviewed by AZ POST staff to determine if the applicant is eligible to proceed in the waiver process. If insufficient documentation exists, an agency will be advised of additional requirements. No decision concerning the applicant's eligibility will be made until all requested documentation has been received.
- D. When all documentation has been received and evaluated, the agency will be notified whether the applicant is eligible to continue in the waiver process as follows:
 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. If the applicant meets the minimum qualifications, the agency will be contacted and informed of the applicant's testing date for the written component of the waiver process.
 3. It is the responsibility of the agency to schedule their applicant for completion of the 3-part proficiency component of the waiver process.
- E. Once all phases of the waiver process have been successfully completed and it is determined that all minimum qualifications have been established, the agency will be notified of the applicant's effective date of certification.

WAIVER EXAMINATION 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 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:

A. ACADEMIC PHASE

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.

1. Full-Authority Peace Officers. For full-authority peace officers, a separate examination will be administered by learning blocks, for each of the course topics specified in R13-4-116(E)(1)(a). Those applicants eligible under subsection R13-4-110(D)(3)(a), shall only be required to test on Functional Area II - Law and Legal Matters and Functional Area IV - Traffic Control. In either instance, examinations will be scored and graded by learning blocks. A score of less than 70% in any learning block will require the applicant to receive remedial training and be re-examined in the areas of deficiency. Re-examination shall normally occur within 30 days of the initial examination. Scores of less than 70% on any re-examination shall require the applicant to return, normally within 30 days of the re-examination, date and be re-examined one final time in the areas of a second deficiency. *If there is a third failure in any of the learning block(s), the applicant will be able to attain peace officer certification ONLY through the successful completion of an approved basic training academy.*
2. Limited-Authority and Limited Correctional Peace Officers. Because of the narrow course content and experience inherent in the limited-authority and limited correctional peace officer categories, such applicants shall complete the "full" seven-part written portion and the entire proficiency component.

B. PROFICIENCY SKILLS PHASE

The demonstrated proficiency evaluations may be conducted prior to, or after the completion of the written portion of the waiver process. The critical areas of firearms qualification, physical aptitude, defensive and pursuit driving are examined. Proficiency testing will be conducted at the convenience of the employing agency, and the agency will be responsible for coordinating this phase of the waiver process with AZ POST recognized instructors. It is requested that the applicant complete their proficiency requirements within a maximum of 60 days from the successful completion of the written examination.

All applicants are required to complete this phase of the waiver process. The proficiency skills evaluation consists of the following series of practical exercises in which the applicant must demonstrate proficiency. The applicant must successfully complete all practical exercises in order to pass the waiver process. Applicants will be allowed no more than one retest in each category of practical exercises listed below. *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.*

C. 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 AZ POST Rules and Procedures Manual.

D. 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 AZ POST 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's 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 (AZ POST 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 8-10 repetitions. Do three sets of 8-10 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.

E. 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.

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 AZ POST 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. AZ POST Basic Training Curriculum Performance Objectives,
- C. AZ POST 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. AZ POST Firearms Qualifications,
- B. AZ POST POPAT Manual.

RECORD OF EQUIVALENT TRAINING

APPLICANT NAME:	DATE
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INSTRUCTIONS TO THE WAIVER APPLICANT:
 The following section shall be completed by any applicant who has not previously been certified as a peace officer with AZ POST. Applicants shall include all basic and in-service training received as a sworn peace officer.
All training listed in the application must have verifiable documentation attached. It shall be the responsibility of the applicant 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	HOURS OF FTO / OJT
1.0 INTRODUCTION TO LAW ENFORCEMENT	22			
Criminal Justice Systems				
History of Law Enforcement				
Law Enforcement Services				
Supervision and Management				
Ethics and Professionalism				
Stress Management				
Other (Specify)				
Other (Specify)				
2.0 Law & Legal Matters		93		
Introduction to Criminal Law				
Laws of Arrest				
Search and Seizure				
Rules of Evidence				
Summonses, Subpoenas and Warrants				
Civil Process				
Administration of Criminal Justice				
Juvenile Law and Procedures				
Courtroom Demeanor				
Constitutional Law				
Substantive Criminal Law A.R.S. § (Titles 4, 13, 36)				
Liability Issues				
Other (Specify)				
Other (Specify)				
3.0 Patrol Procedures	67			
Patrol and Observation Part I				
Off Duty Officer Safety and Responsibility				
Domestic Violence				
Mental Illness				
Crimes in Progress				
Crowd Control Formations and Tactics				

Bomb Threats and Disaster Training			
Intoxication Cases			
Communication and Police Information Systems			
Hazardous Materials			
Bias-Motivated Crimes			
Fires			
Civil Disputes			
Other (Specify)			
Other (Specify)			
Other (Specify)			
4.0 Traffic Control	56		
Impaired Driver Cases			
Traffic Citations			
Traffic Collision Investigation			
Traffic Collision Practical			
Traffic Direction			
Substantive Traffic Law (A.R.S. § Title 28)			
Other (Specify)			
Other (Specify)			
Other (Specify)			
5.0 Crime Scene Management	62		
Preliminary Investigation and Crime Scene Management			
Crime Scene Investigation (Practical)			
Physical Evidence Procedures			
Interviewing and Questioning			
Fingerprinting			
Sex Crimes Investigations			
Death Investigations			
Organized Crime Activity			
Investigation of Specific Crimes			
Narcotics and Dangerous Drugs			
Other (Specify)			
Other (Specify)			
Other (Specify)			
6.0 Community and Police Relations	31		
Cultural Awareness			
Victimology			
Interpersonal Communication			

Crime Prevention				
Police and the Community				
Other (Specify)				
Other (Specify)				
7.0 Records and Reports	28			
Report Writing				
Other (Specify)				
Other (Specify)				
8.0 Police Proficiency Skills	170			
First Aid				
Firearms Training				
Physical Conditioning				
High Risk Stops				
Defensive Tactics				
Vehicle Operations				
Pursuit Operations				
Other (Specify)				
9.0 Orientation and Introduction	56			
Examinations and Reviews				
Counseling				
Elective Time				
Other (Specify)				
Other (Specify)				
10.0 Additional Training (not already listed)				

