

ARIZONA DEPARTMENT OF PUBLIC SAFETY

Frank L. Milstead, Director

Arizona Department of Economic Security Firearms Program Audit Report

June 26, 2017



Prepared by:
Inspector Christopher Luebkin
Office of the Director

ARIZONA DEPARTMENT OF PUBLIC SAFETY
INTEROFFICE MEMORANDUM



FRANK L. MILSTEAD
DIRECTOR

DATE: June 26, 2017

TO: Lieutenant Colonel Heston Silbert, Deputy Director

FROM: Inspector Christopher Luebkin, Office of the Director

SUBJECT: **AZ DES FIREARMS PROGRAM AUDIT SUMMARY**

FOR: Action Decision Information Signature

This memorandum is submitted to summarize an audit of the Arizona Department of Economic Security's firearms program, conducted by the Arizona Department of Public Safety beginning November 2016 through May 2017.

BACKGROUND:

On November 23, 2016, the Governor's Office directed the Arizona Department of Public Safety (DPS) to account for all ammunition and weapons stored or possessed by the Arizona Department of Economic Security (DES) and the employees therein. DPS was further directed to take possession of and inventory all weapons and ammunition not already assigned to DES employees. The noted items were subsequently impounded and stored at the DPS Armory.

On November 29, 2016, an audit was initiated into the DES firearms program and all related firearms, ammunition and training. The focus of this audit addresses the following topics:

- Firearms and ammunition inventories
- Storage, accessibility, security, and accountability of weapons and ammunition
- Firearms training, certification, and qualifications
- Documentation and accountability of firearms training and qualifications
- Firearms, tactical, and use-of-force policies
- Firearms instructor qualifications and certifications
- Preparation of firearms/use-of-force lesson plans and approval processes
- Firearms and ammunition procurement

AMMUNITION:

During this audit, it was determined through procurement records and research [Addendums C through I], the DES Office of Inspector General (OIG) purchased 88,600 rounds of handgun ammunition in calibers 9mm, .40, and .38 Special. The ammunition was purchased in two categories:

1. Range practice and qualification ammunition.
2. Higher-grade variants intended for use as service ammunition.

The inferred or intended users of the ammunition were, or should have been, armed civilian security officers and sworn law enforcement personnel assigned to protective services and investigative positions within the DES/OIG.

This ammunition was purchased in variants intended for existing DES/OIG staffing levels, which at the time of the audit were 28 armed civilian security officers and 14 sworn law enforcement officers. At the time of the ammunition purchases, plans were in the development stages to increase DES/OIG staffing levels to 70 armed civilian security officers, 20 sworn law enforcement officers, and 15 Law Enforcement Officer Safety Act (LEOSA) certified employees (comprised of retired police officers in good standing).

The inventory revealed DES/OIG obtained 85,700 rounds of ammunition through nine (9) separate purchase orders prepared by DES procurement officers. Three different vendors were utilized for these purchases, two of which were approved for use by the State of Arizona Procurement Office, and one of which was not authorized for State of Arizona ammunition purchases.

Former Chief Law Enforcement Officer (CLEO) Charlie Loftus purchased 2,900 rounds of ammunition through two personal ammunition purchases, for which he was reimbursed. Mr. Loftus made one of the purchases through an authorized vendor, while the other purchase was made through a non-authorized vendor. [Addendums D & G]

Of the 88,600 rounds of ammunition purchased by the DES/OIG, only 25,000 rounds were purchased utilizing the State of Arizona contract. The audit revealed 63,600 rounds of ammunition were purchased off-contract, and therefore in violation of the State of Arizona Procurement Code. [Addendum H]

An item of consideration is the volume of ammunition DES obtained per ostensive DES users, versus that of two notable agencies in the State:

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- The Arizona Department of Public Safety (per AZDPS Firearms Unit).
- The Phoenix Police Department (per Phoenix Police Department Firearms Unit).

The Department of Public Safety allots 500 rounds of ammunition per trooper, per year, while the Phoenix Police Department allots 500-700 rounds per officer, per year. Conversely, at current DES staffing levels of 28 armed civilian security officers and 14 sworn law enforcement officers, enough ammunition was purchased to allow for 2,110 rounds per respective armed DES employee. If plans to expand to 70 armed civilian security officers, 20 sworn law enforcement officers, and 15 LEOSA personnel had been executed, DES would have purchased enough ammunition to allow for 844 rounds per respective employee. Thus, the amount of ammunition purchased by the Department of Economic Security may be reasonably described as excessive.

Additionally, the failure of DES to purchase ammunition utilizing the State contract was an Arizona Procurement Code violation. [Addendum K]

A review of DES ammunition storage and security revealed approximately 4,050 rounds of ammunition from the DES/OIG inventory cannot be located or accounted for. When DPS officials located the ammunition at DES, much of it was readily accessible to anyone with an access key. There was no known accounting of who had access keys or who had access to these locations. The basement location where the bulk of the ammunition was located was nothing more than an unoccupied office in a state of disarray, with nothing more than a standard office door to secure the ammunition. There was essentially no security for what was found to be tens of thousands of rounds of ammunition. [Addendum Z]

As noted, the lack of proper storage and security of the DES ammunition supply allowed for easy access to virtually any DES employee, regardless of their authorization status. Additionally, the lack of sign-out logs, training records, training rosters, instructor notes or documentation, lesson plans, inventory documentation, or even independent recollection of DES Security Services personnel resulted in a complete breakdown of knowledge and accountability concerning the usage and/or issuance of DES practice or service ammunition. Although it was stated Tim Jeffries and Charlie Loftus utilized DES ammunition for personal use at a private shooting range, no evidence was discovered to substantiate this allegation. Due to inappropriate ammunition security/storage, and lack of proper documentation and logging, it is difficult to discern the status of the approximately 4,050 rounds of ammunition missing from the DES inventory.

FIREARMS:

During calendar year 2016, the DES Office of the Inspector General purchased 55 handguns for 28 armed security officers, 23 sworn law enforcement personnel from protective services and fraud investigations, and 3 DES employees not assigned to law enforcement or security responsibilities. The three employees that were carrying State owned firearms while on-duty at DES, but whose assignments did not require them to be armed were Tim Jeffries, Clark Collier, and Jay Arcellana.

In accordance with the Arizona Procurement Code, and state contracts for firearms purchases, the firearms accounted for in this audit were properly purchased. All weapons were found to be authorized firearms per DES/OIG General Order 9.2. The number of firearms in the DES/OIG inventory were appropriate for current staffing, and the types of weapons were appropriate to the DES/OIG mission. However, the three firearms issued to and carried by Tim Jeffries, Clark Collier, and Jay Arcellana were not in compliance with DES/OIG policies that address possession of a firearm while on duty as a DES employee or at a State of Arizona Facility. [Addendum M]

POLICIES:

The following DES/OIG policies related to the firearms program for sworn law enforcement officers were reviewed:

- General Order 4.2, CARRYING FIREARMS, Issued 07/12, Revised 08/15
- General Order 9.1, USE OF FORCE, Issued 08/13, Revised 08/15
- General Order 9.2, AUTHORIZED FIREARMS, Issued 07/12, Revised 08/15
- General Order 9.3, FIREARMS TRAINING AND QUALIFICATION, Issued 07/12, Revised 08/15

These policies were found to be current, relevant, well-written, and comprehensive. All four General Orders were written based on Arizona Department of Public Safety policies.

Also reviewed during this audit were the DES/OIG policies for non-sworn Protective Services officers, entitled Standard Operating Procedures, Protective Services Officer, dated January 2017. These policies were found to be current, relevant to the non-sworn security position, well-written, comprehensive, and an improvement over the previous policies. These policies were based on the Arizona Department of Public Safety policies for non-sworn security personnel, as well as the Arizona Supreme Court security program.

- No areas of concerns were observed regarding DES/OIG policies. The noted problem was the failure to adhere to and follow these polices.

TRAINING:

A considerable amount of conflicting information surrounding the DES/OIG training program and records was provided by DES employees and outside sources. During the early stages of this audit, information indicated the DES/OIG did not have any records concerning firearms training or qualifications. Even if training records had ever been kept, no DES employees were able to locate records for review.

As a result of information gleaned through this audit, it was determined that employees of DES/OIG did not receive adequate training to develop and improve marksmanship, weapon acumen, decision making ability, and ability to protect themselves or DES personnel and clients. While firearms qualification shoots did occur, documentation of these qualifications was not available for review during this audit. There is a considerable amount of conflicting information as to whether qualification records were indeed maintained. However, after conducting multiple interviews of DES/OIG and AZPOST personnel, information indicates qualification records were possibly maintained, but were unable to be accounted for.

Subsequent to and preceding this audit considerable improvements have been implemented by Dennis Young (Interim Inspector General), and employees under his command. Improvements include the development of a computer based training and firearms qualification records database, as well as comprehensive lesson plans for the OIG's non-sworn protective services element.

It is recommended DES/OIG increase efforts to develop training outlines and lesson plans for the sworn law enforcement officers and armed security officers in an effort to continuously improve each employee's marksmanship, weapons operation and decision making skills.

CONCLUSION:

Previous to this audit the DES/OIG firearms program, ammunition management program and training program were rife with disorganization and inefficiency. Failure to adhere to State of Arizona Administrative Regulations, policies and practices designed to govern and manage law enforcement training and standards was notable. Additionally, violations of the State of Arizona Procurement Code are of concern. Established policies and procedures appear to have been violated on many levels.

Concerning is the absence, or moreover, the nonexistence of training records and accounting of ammunition disbursements and ammunition security. However, DES/OIG seems to be making strides to correct these concerns and prevent them from occurring in the future.

SUPPORTING DOCUMENTS AND SOURCE MATERIAL:

Addenda:

- A. Luebkin, DES Firearms Investigative Audit Account
- B. Neve Memo, AZ DES Guns & Ammunition Inventory
- C. Ammunition Purchase Orders
- D. Loftus Ammunition Reimbursement Forms
- E. Clark Purchase Orders Emails
- F. OIG Ammunition Purchase Spreadsheet
- G. Ammunition & Firearms Accounting Sheet
- H. Grant Purchase Spreadsheet
- I. ProForce Law Enforcement Ammunition Emails
- J. AZ DES Unusual Incident Statistics
- K. Procurement Code Contract Violations
- L. Firearms Purchase Orders
- M. AZ DES/OIG Firearms Policies
- N. Protective Services Officer Policy – Old
- O. Protective Services Officer Policy – New

- Q. Shantz/Foldesh Training Notebook Email
- R. Azbill Training Records Email
- S. Sworn Law Enforcement Qualification Records
- T. Protective Services Officer Training Outlines
- U. Non-Sworn Security Officer Qualification Records
- V. AZPOST Annual Audit Report – DES 2017
- W. Loftus Emails
- X. Arizona Administrative Code, AZPOST
- Y. AZPOST Firearms Qualification Course
- Z. Photographs

Addendum AA (Notebook submitted to me from Autumn Maya)

- AA-1. Security Personnel Roster
- AA-2. Duty Post Assignments for Security Officers
- AA-3. Security Officers Training Records

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- AA-4. AZPOST Agency Roster**
- AA-5. AZPOST Training Records**
- AA-6. All Firearms Training**
- AA-7. All Firearms Training Rosters**
- AA-8. Firearms Inventory**
- AA-9. Security Officer Lesson Plans**
- AA-10. Security Officer Policies**

<u>Luebkin, DES Firearms Investigative Audit Account A</u>	
<u>Neve Memo, AZ DES Guns & Ammo Inventory</u>	B
<u>Ammunition Purchase Orders</u>	C
<u>Loftus Ammunition Reimbursement Forms</u>	D
<u>Clark Purchase Orders Emails</u>	E
<u>OIG Ammunition Purchase Spreadsheet</u>	F
<u>Ammunition & Firearm Accounting Sheet</u>	G
<u>Grant Purchase Spreadsheet</u>	H
<u>ProForce LE Ammunition Emails</u>	I
<u>AZ DES Unusual Incident Statistics</u>	J
<u>Procurement Code Contract Violations</u>	K
<u>Firearms Purchase Orders</u>	L
<u>AZ DES/OIG Firearms Policies</u>	M
<u>Protective Services Officer Policy – Old</u>	N
<u>Protective Services Officer Policy – New</u>	O
<u>Schantz/Foldesh Training Notebook Email</u>	Q
<u>Azbill Training Records Emails</u>	R
<u>Sworn Law Enforcement Qualification Records</u>	S
<u>Protective Services Officer Training Outlines</u>	T
<u>Non-Sworn Security Officer Qualification Records</u>	U
<u>AZPOST Annual Audit Report – DES 2017</u>	V
<u>Loftus Emails</u>	W
<u>Arizona Administrative Code, AZPOST</u>	X
<u>AZPOST Firearms Qualifications Course</u>	Y
<u>Photographs</u>	Z

Christopher Luebkin, Inspector
Arizona Department of Public Safety
Office of the Director



ADDENDUM A **DES Firearms Investigative Audit Account**

Addendum A was prepared to report the investigative processes, as well as the findings of an audit of the Arizona Department of Economic Security's firearms program, conducted by the Arizona Department of Public Safety.

The focus of this audit is to address the following topics:

- Firearms and ammunition inventories
- Storage, accessibility, security, and accountability of weapons and ammunition
- Firearms training, certification, and qualifications
- Documentation and accountability of firearms training and qualifications
- Firearms, tactical, and use-of-force policies
- Firearms instructor qualifications and certifications
- Preparation of firearms/use-of-force lesson plans and approval processes
- Firearms and ammunition procurement

Addendum A will also discuss recommended solutions to issues revealed as a result of this audit, and report the progress DES made in correcting these issues, as well as successes in moving the department's firearms program towards acceptable standards.

BACKGROUND:

On November 23rd, 2016, the Governor's Office directed the Department of Public Safety (DPS) to account for all ammunition and weapons stored or possessed by the Department of Economic Security and the employees therein. The Department was further directed to take possession of all weapons and ammunition that were not already properly assigned to employees and store and inventory said ammunition and weapons at the DPS armory.

On November 23rd, 2016, members of the Department of Public Safety, were directed by Lt. Colonel Heston Silbert (Deputy Director, Arizona DPS) to respond to 1789 W. Jefferson Street, the Department of Economic Security and perform the aforementioned order. Led by Lieutenant Colonel Wayde Webb of the Agency Support Division, members from various work units within DPS were requested to assist in the assessment, inventory, transportation and subsequent storage of DES ammunition and weapons.

Upon arrival at DES, members of the Department of Public Safety took possession of 84,550 rounds of 9mm, .40 caliber and .38 caliber ammunition. Additionally, forty-five (45) handguns chambered for the respective rounds were also acquired and stored by DPS. The handguns and ammunition were situated in three different locations within the DES headquarters building and other ancillary offices on the property. Much of the ammunition located was hastily and improperly stored. As directed, all handguns and ammunition recovered that day were subsequently stored at the DPS armory. The actions noted above are documented in a memorandum authored by DPS Sergeant Thomas Neve [Addendum B].

As a result of my duties as an Inspector for DPS, on November 29, 2016, Lt. Colonel Silbert assigned me to audit the DES firearms program and all related firearms, ammunition and training.

PERSONS INTERVIEWED:

- Carlos Contreras, DES/OIG Interim Assistant Chief
- Dale Doucet, DES/OIG Interim Assistant Chief
- Autumn Maya, DES/OIG Senior Security Risk Officer & Training Coordinator
- Bill Foldesh, DES/OIG Internal Affairs Sergeant/Former Training Coordinator
- Terry Azbill, DES/OIG Chief Law Enforcement Officer
- Charlie Loftus, Former DES/OIG Chief Law Enforcement Officer
- Bill Schantz, DPS Reserve Trooper/DES Firearms Instructor
- Patty Clark, DES Chief Procurement Officer
- Randy Williams, DPS Chief Procurement Officer
- Lori Noyes, DPS Deputy Chief Procurement Officer
- Ryan King, San Diego Police Equipment Company
- Frank Berberich, ProForce Law Enforcement
- Richard Gans, Gans Industries
- Sergeant Satit Gardner, DPS Office of the Director
- Sergeant Thomas Neve, DPS Operational Training Section
- Captain Ed Sharpensteen, DPS Capitol Detail
- Captain Chad Hinderliter, DPS ACTIC
- Lori Wait, AZPOST Compliance Specialist
- Cindy Sawyer, AZPOST Compliance Specialist
- Mike Deltenre, AZPOST Compliance Specialist

AMMUNITION:

I began my audit by requesting every purchase order that had been submitted for ammunition purchases by DES during fiscal years 2015, 2016, and 2017. Eight (8) purchase orders [Addendum C] were provided to me by the Arizona Department of Administration, State Procurement Office, for a total of 60,700 rounds of ammunition in calibers of 9mm, .40, and .38 Special. I was also provided with two payment vouchers

for reimbursement to former DES Chief Law Enforcement Officer, Charlie Loftus, for the personal purchase of 2,900 rounds of 9mm ammunition [Addendum D], increasing the total amount of ammunition purchased to 63,600 rounds. Total costs for this ammunition equaled \$24,293.48.

The involved purchase orders are as follows:

- PO #ADSPO14-067867:56, 12/16/15
- PO #ADES16-128417, 03/25/16
- PO #ADES16-131205, 04/20/16
- PO #ADES17-146288, 08/22/16
- PO #ADES17-146297, 08/22/16
- PO #ADES17-148222, 09/09/16
- PO #ADES17-148223, 09/09/16
- PO #ADES17-150196, 09/30/16

Payment vouchers for reimbursement to Charlie Loftus are as follows:

- Payment Voucher #2OIG0033, 07/28/16
- Payment Voucher Payment Voucher #2OIG0033, 09/01/16

On November 23, 2016, Arizona Department of Public Safety personnel located and took custody of 84,550 rounds of ammunition at the DES headquarters building, thus indicating that a discrepancy of 20,950 rounds of ammunition existed. Therefore, DES would have been in possession of significantly more ammunition than the listed purchase orders requested the agency procure.

Subsequently, in an attempt to determine the actual amount of ammunition DES purchased, as well as how much ammunition the agency had taken delivery of, I contacted the Chief Procurement Officer for DES, Patty Clark. My initial contact with Ms. Clark, via phone conversation on December 20, 2016, consisted of explaining the

discrepancy I observed and that I would need to obtain all records concerning the purchase of ammunition for DES and, of equal importance, the records reference the amount of ammunition that was delivered by the vendors. I immediately emailed Ms. Clark, listing the eight (8) purchase orders, as noted above, for which I needed her to provide delivery information. During our phone conversation, as well as the email I sent Ms. Clark, I clearly, and specifically, asked her to compare and reconcile the purchase order numbers I sent her with the records from the physical delivery of the ammunition. Instead of providing delivery information, Ms. Clark simply emailed copies of the purchase orders I already possessed. [Addendum E].

Later that evening, I received a phone call from Ms. Clark, informing me she had located a spreadsheet [Addendum F] she stated she had previously prepared, listing the ammunition that DES had purchased and received in 2015 and 2016. This spreadsheet indicated that DES had purchased 86,000 rounds of ammunition, but that 1,000 rounds had not yet been delivered (from PO #ADSPO14-067867:56), and therefore indicating that DES had taken delivery of 85,000 rounds of ammunition. The spreadsheet, however, does not list the calibers of ammunition received.

Additionally, Ms. Clark's spreadsheet listed a purchase order (PO #ADSPO14-067867:94) for 25,000 rounds of ammunition I had not received from the State Procurement Office, and which to this day I have not been able to physically locate. This purchase order is referenced in other documents, such as another accounting form completed by Ms. Clark [Addendum G], and a grant purchase spreadsheet [Addendum H] provided to me by State Procurement Manager, Lori Noyes. Ms. Clark's spreadsheet does not take into account the 2,900 rounds of 9mm ammunition obtained through a personal purchase (with reimbursement) by Charlie Loftus, but the accounting form listed as Addendum G does document the Loftus purchase.

This additional information indicating that 25,000 rounds were purchased under PO #ADSPO14-067867:94, brings the total rounds of ammunition purchased via purchase requisitions to 85,700, at a cost of \$30,442.46. With the addition of the 2,900 rounds of

ammunition personally purchased by Charlie Loftus, the total amount of ammunition purchased by DES equals 88,600 rounds, at a cost of \$31,261.83. This also reset the discrepancy between the number of rounds of ammunition purchased by DES (88,600), and the number of rounds located and seized by DPS (84,550) to 4,050.

Confusion concerning the DES ammunition inventory was further compounded when I received a notebook [Addendum AA] on December 16, 2016, from DES Senior Security Risk Officer, Autumn Maya, who currently coordinates and documents all training for sworn and civilian personnel assigned to the DES Office of the Inspector General (OIG). Included in this notebook were the firearms training records for OIG personnel [Addendums AA-5, AA-6, AA-7], which indicated that during the preceding 18 months, OIG personnel had fired 19,410 rounds of ammunition during firearms training and qualification shoots. If these training records were correct, DES should have only had 69,190 rounds in inventory, as opposed to the 84,550 rounds found by DPS on November 23, 2016 (19,410 rounds reportedly expended in training subtracted from 88,600 rounds purchased).

Subsequently, the following week, on or about December 20, 2016, I contacted Ms. Maya in her office at the DES headquarters building to discuss the discrepancy between the amount of ammunition seized by DPS and the training records she had provided me. At that time, Ms. Maya explained prior to DPS initiating this audit, no firearms training or qualification records existed whatsoever for OIG security services personnel or investigators. Ms. Maya stated once the audit was initiated, she was directed by Interim Assistant Chief Carlos Contreras to gather as much information as possible reference past firearms training, and to utilize the data collected to attempt to retroactively create training records as accurately as possible.

Lacking any valid training records, rosters, ammunition sign-out logs, or any documentation from firearms instructors, Ms. Maya attempted to create training records with no data from which to draw. As a result, her only sources of information available were the personnel who were believed to have attended firearms training and/or

qualification shoots during the 2016 calendar year. Thus, all of the data concerning qualification scores and volume of ammunition expended in training was based on whatever the individual employee verbally told her. If an employee verbally provided Ms. Maya with a specific score, or an estimate of how many rounds they thought they might have fired in training or during qualification courses, she would enter that score and round count in the individual employee's training record. If an employee told Ms. Maya they did not remember their qualification score(s), but indicated that he or she had passed the qualification, Ms. Maya would enter the minimum passing score of 210 points for the AZPOST mandatory firearms qualification course.

Ms. Maya stated DPS Reserve Trooper, and former DES OIG employee, Bill Schantz, who is currently sub-contracted by DES to conduct their firearms training and qualifications, advised her he did not maintain any records from previous shoots. She also stated the previous OIG training coordinator, and current OIG Internal Affairs Sergeant, Bill Foldesh, was also unable to provide her with any records or information concerning the DES firearms program.

As a result, Ms. Maya's only option was to take the word of each OIG employee, hoping they provided truthful and accurate information. This resulted in qualification score documentation that lacks credibility, and what was determined to be a significantly inaccurate documentation of ammunition expended during training and qualification shoots. It should be noted this revelation is not in any way a suggestion that Ms. Maya's actions in preparing these training records were dishonest or deceitful – they were merely her attempt to rectify some type of record keeping that did not previously exist. My assessment of this situation is that Ms. Maya, who was new to the training coordinator position when this audit began, was placed in a difficult position and given a task that was impossible to accurately complete. Because her predecessors did not properly manage the documentation of firearms training and qualifications, Ms. Maya was unable to provide accurate information concerning pre-audit firearms data.

Ultimately, to obtain confirmation of the amount of ammunition that was delivered to DES reference the above listed purchase orders, and to compare delivery records with documentation provided by CPO Patty Clark, I contacted the vendors from whom the ammunition was purchased. Three vendors were utilized for the ammunition purchases, two of which were authorized by the State Procurement Office as contract vendors, and one which was not. These vendors were:

- San Diego Police Equipment Company, Inc., San Diego, CA (authorized vendor)
- ProForce Law Enforcement, Inc., Prescott, AZ (authorized vendor)
- Gans Industries, LLC, Phoenix, AZ (not an authorized vendor)

Additionally, Charlie Loftus made two personal ammunition purchases, both of which were reimbursed by DES. One of the purchases was from ProForce Law Enforcement, Inc. (Payment Voucher #2OIG0033), and the other was from Cabela's Outdoor Outfitters in Glendale, AZ, which is not an authorized vendor (Payment Voucher #2OIG0044). Both purchases were made outside of State of Arizona purchasing regulations [Addendum D].

On January 4, 2017, I contacted Mr. Ryan King from San Diego Police Equipment Company via telephone to request information concerning ammunition deliveries to DES from his company reference purchases related to this audit. Mr. King provided me with the following information:

- On September 2, 2016, 4,000 rounds of 9mm training ammunition and 1,000 rounds of 9mm service ammunition were delivered to DES, reference PO #ADES17-146288.
- On September 2, 2016, 1,000 rounds of .38 Special training ammunition and 1,000 rounds of .38 Special service ammunition were delivered to DES, reference PO #ADES17-146297.
- On September 13, 2016, 4,000 rounds of .40 caliber training ammunition were delivered to DES, reference PO #ADES17-148223.

- On September 23, 2016, 16,000 rounds of .40 caliber training ammunition and 5,000 rounds of .40 caliber service ammunition were delivered to DES, reference PO #ADES17-148222.
- On October 17, 2016, 16,000 rounds of 9mm training ammunition were delivered to DES, reference PO #ADSPO14-067867:94.
- On October 28, 2016, 9,000 rounds of 9mm service ammunition were delivered to DES, reference PO #ADSPO14-067867:94.

Mr. King stated that 1,000 rounds of .40 caliber training ammunition, reference PO #ADSPO14-067867:56, was still waiting to ship from San Diego Police Equipment Company to DES. Mr. King also stated he did not know what had caused the delay of this delivery, but he believed the “hold-up” was on the part of the State of Arizona. It should be noted on or about February 15, 2017, Interim Assistant Chief, OIG, Carlos Contreras contacted me via telephone to advise me this order of ammunition had been delivered to the DES headquarters building that day.

The total ammunition delivered to DES by San Diego Police Equipment Company reference the above listed purchase orders was 58,000 rounds. Of these 58,000 rounds of ammunition, only 25,000 rounds were purchased utilizing the state contract for ammunition that is authorized and required by the State Procurement Office (PO #ADSPO14-067867:94). The purchases of the other 33,000 rounds were determined to have not been made “on-contract”, utilizing methods that somehow bypassed the state contract requirements. These “off-contract” purchases, which disregarded the SPO contract requirements, as well as the Arizona Procurement Code, were initiated by former DES Chief Law Enforcement Officer, Charlie Loftus [Addendum C].

It should be noted Charlie Loftus vehemently denied any knowledge of, or involvement with the bypassing of the state contract for this ammunition purchase. Please refer to my interview of Mr. Loftus below.

On January 4, 2017, I contacted Mr. Frank Berberich from ProForce Law Enforcement Inc. via email [Addendum I] to request information concerning ammunition deliveries to DES from his company reference purchases related to this audit. Mr. Berberich provided me with the following information:

- On March 23, 2016, 1,000 rounds of 9mm training ammunition and 500 rounds of .38 Special training ammunition were delivered to DES, reference PO #ADES16-128417.
- On April 21, 2016, 700 rounds of .38 Special training ammunition and 500 rounds of .38 Special service ammunition were delivered to DES, reference PO #ADES16-131205.

The total ammunition delivered to DES by ProForce Law Enforcement Inc. reference the above listed purchase orders was 2,700 rounds. None of these 2,700 rounds of ammunition were purchased utilizing the state contract for ammunition that is authorized and required by the State Procurement Office and the Arizona Procurement Code. The purchases of this ammunition were determined to have not been made “on-contract,” utilizing methods that somehow bypassed the state contract requirements. These “off-contract” purchases, which disregarded the SPO contract requirements, were initiated by current DES Chief Law Enforcement Officer, Terry Azbill [Addendum C].

It should be noted that CLEO Azbill vehemently denied any knowledge of, or involvement with the bypassing of the State contract for this ammunition purchase. Please refer to my interview of CLEO Azbill below.

On January 4, 2017, I contacted Mr. Richard Gans, the president of Gans Industries, LLC in Phoenix, AZ – the producers of Atomic Ammunition – via telephone to request information concerning ammunition deliveries to DES from his company reference purchases related to this audit. Mr. Gans provided me with the following information:

- On or about September 30, 2016, 15,000 rounds of 9mm training ammunition and 10,000 rounds of .40 caliber training ammunition were delivered to DES, reference PO #ADES17-150196.

The total ammunition delivered to DES by Gans Industries reference the above listed purchase orders was 25,000 rounds. None of these 25,000 rounds of ammunition were purchased utilizing the state contract for ammunition that is authorized and required by the State Procurement Office and the Arizona Procurement Code. In fact, Gans Industries was not an authorized State of Arizona vendor at the time of this purchase. Thus, the purchase of this ammunition was determined to have not been made “on-contract,” utilizing methods that somehow bypassed the state contract requirements. These “off-contract” purchases, which disregarded the SPO contract requirements, were initiated by former DES Chief Law Enforcement Officer, Charlie Loftus [Addendum C].

Please note Charlie Loftus stated he was not aware that Gans Industries (Atomic Ammunition) was not a contract vendor, and that utilizing Gans Industries as a source of ammunition for DES/OIG was actually suggested to him by a DES procurement officer who had purchased Atomic Ammunition when she was previously employed by the Department of Corrections. Loftus could not remember the procurement officer’s name, and instead physically described her and referred to her as the “procurement girl.”

On January 9, 2017, I interviewed Carlos Contreras, who is currently serving as the Interim Assistant Chief, Office of the Inspector General, about the DES firearms program. Assistant Chief (A/C) Contreras, who was a sergeant at the time of the ammunition and firearms purchases related to this audit, is believed to be one of the last OIG personnel still employed by DES with direct knowledge of the ammunition and firearms purchases related to this audit, as well as their intended use. While other employees may indeed have limited and indirect knowledge about the ammunition and firearms purchases, A/C Contreras was the only current employee that I could locate

with direct knowledge, other than personnel whose employment had already been terminated.

A/C Contreras stated the ammunition and firearms purchases related to this audit were initiated when former DES Director Tim Jeffries instructed former Chief Law Enforcement Officer Charlie Loftus to expand the DES/OIG firearms program. According to A/C Contreras, Jeffries used the Islamic State in Iraq and Syria (ISIS) inspired terrorist attack incident at a San Bernardino, California social services center as reasoning to purchase the guns and ammunition. A/C Contreras stated Jeffries' intent was to require every DES employee, regardless of their job, responsibilities, experience – or desire – to carry a gun on-duty.

A/C Contreras stated he and Mr. Loftus convinced Jeffries that arming every DES employee was ill-advised and, after careful and gentle persuasion (fearing they would be fired if they argued to vehemently with him), they managed to get Jeffries to agree to only arm the non-security services employees with past law enforcement experience and Law Enforcement Officer Safety Act (LEOSA) certification. For clarification, a person with LEOSA certification is a retired, or otherwise former, sworn law enforcement officer in good standing, who has maintained his or her firearms qualifications, administered by a certified firearms instructor (in Arizona the firearms instructor would be AZPOST certified).

In addition to arming up to 15 LEOSA employees, A/C Contreras stated Jeffries and Loftus sought to increase the armed security services personnel from 28 civilian security guards to 70, and from 14 sworn law enforcement officers to 20. That would bring the current security services personnel staffing from 42 employees to 105 armed DES employees.

However, A/C Contreras stated Jeffries and Loftus had different reasons for their desires to expand the amount of armed personnel assigned to DES/OIG security

services. A/C Contreras stated Jeffries wanted to create his own police force that he would control.

In contrast, according to A/C Contreras, Loftus sought to increase the armed personnel to provide at least one guard at each of 70 DES locations throughout the state. A/C Contreras explained he and Loftus agreed that stationing actual DES employed security personnel at DES facilities, as opposed to contract security guards, would be most advantageous. He also stated this was because they had experienced consistently poor performance and a lack of professionalism from many of the contract guards. A/C Contreras stated his motivation for stationing security personnel at so many DES facilities across the state was based on numerous incidents of belligerent, confrontational, threatening, and abusive behavior toward DES employees by DES clients. He stated subjects under the influence of drugs and/or alcohol, or suffering from mental illness – often armed with guns or knives – regularly created disturbances at DES facilities, justifying the need for increased security manpower. See Addendum J for statistics reference incidents that have occurred at DES facilities.

These plans to expand the security services capabilities could not be accomplished without purchasing large quantities of ammunition to train and equip so many security services personnel. Thus, the purchase of 88,600 rounds of ammunition was initiated as outlined above. However, even for 105 armed employees which, incidentally, had not actually been hired, the purchase of 88,600 rounds of ammunition was rather excessive. When I asked A/C Contreras why Jeffries and Loftus chose to buy so many bullets, he explained they both had openly stated they feared that if Hillary Clinton was to have won the 2016 presidential election, ammunition would become very difficult to obtain. Therefore, Jeffries and Loftus agreed they would seek to purchase as much ammunition for DES as they possibly could before the election took place.

A/C Contreras stated another issue Loftus expressed concerns about, reference obtaining ammunition, was he felt the current state procurement process was very inefficient and “too slow”. A/C Contreras stated Loftus was in a hurry to purchase

enough ammunition to train the security services personnel he and Jeffries sought to hire in a rather short time period. He stated this was also the reason that Loftus had made personal purchases of ammunition.

It should be noted that A/C Contreras stated he was not involved with any of the ammunition or firearms purchases for DES/OIG, and he was completely unaware that any of the ammunition was purchased "off-contract". Additionally, I did not observe any evidence to suggest A/C Contreras was involved with ammunition or firearms purchases.

On December 8, 2016, I interviewed DES/OIG Internal Affairs Sergeant Dale Doucet reference this audit. Sergeant Doucet stated while he was not directly involved in the purchasing of ammunition and firearms for DES/OIG, he was present during various conversations in which Jeffries and Loftus discussed the ammunition build up. Sergeant Doucet stated he personally observed Jeffries and Loftus state the reason they purchased so much ammunition was due to concerns that Hillary Clinton would win the 2016 presidential election, and that ammunition would therefore become difficult to obtain. This is consistent with statements made by A/C Carlos Contreras. Doucet further stated no accountability controls had been put in place to manage the ammunition inventory, such as sign-out logs, inventory logs, or the assignment of a specific person to monitor and issue ammunition. Sergeant Doucet stated, access to the ammunition was not adequately restricted, and it was unknown which employees possessed keys that would allow them access to the rooms where the ammunition was stored, but he believed that many employees likely did. Doucet stated he was aware that the ammunition was stored in rooms that were inappropriate to house ammunition based on fire codes, and he had expressed concerns about this to Charlie Loftus – which, according to Doucet, were ignored.

Sergeant Doucet added it was believed Jeffries and Loftus would regularly take ammunition from the DES inventory to shoot from their state issued handguns at a private range. Sergeant Doucet stated that on an almost weekly basis, Jeffries and

Loftus would openly proclaim they were going to the range to shoot DES ammunition, even leaving work early to do so. Sergeant Doucet did not know which range that they used.

It should be noted that during this audit, I did not locate any evidence to indicate Jeffries and Loftus utilized DES ammunition for personal use.

On March 7, 2017, I interviewed the current DES/OIG Chief Law Enforcement Officer (CLEO), Terry Azbill, reference the ammunition and firearms purchases. CLEO Azbill had been the Chief Law Enforcement Officer prior to Tim Jeffries' appointment as the DES Director, and remained in that position until his termination by Jeffries in August of 2016. He was rehired as the CLEO by DES Inspector General, Dennis Young, in November of 2016, and currently holds that position.

CLEO Azbill stated he has no knowledge of any of the ammunition being purchased "off-contract." He stated if the ammunition contract was bypassed, "...it was done so at the direction of Jeffries because he was crazy and wanted to speed up the process."

CLEO Azbill stated that while he did submit some of the requests to purchase ammunition and firearms, the actual large-scale build-up of these items was done by Jeffries and Loftus. When I asked CLEO Azbill why DES/OIG had purchased so much ammunition, he stated Jeffries and Loftus "...were off on a mission to arm every DES employee."

On May 8, 2017, I interviewed the former DES/OIG Chief Law Enforcement Officer, Charlie Loftus, reference the ammunition and firearms purchases. Mr. Loftus stated he was hired by Tim Jeffries on February 29, 2016 specifically for the purpose of "increasing, standardizing, and professionalizing" the DES/OIG security personnel in the face of an ISIS inspired terrorist attack incident at a San Bernardino, California social services center in December of 2015. At that time, Mr. Loftus stated, he was the Deputy Chief Law Enforcement Officer, directly under Terry Azbill, but was ordered by

DES Inspector General, Jay Arcellana, to report directly to Arcellana instead of Azbill. When I asked Mr. Loftus why Arcellana had directed him to jump over Azbill in the OIG chain of command, Mr. Loftus merely smiled and shrugged his shoulders, without elaborating further. Mr. Loftus was later promoted to the Chief Law Enforcement Officer immediately following the termination of Terry Azbill in August of 2016.

Mr. Loftus stated he was given an order by Tim Jeffries, via Jay Arcellana, to complete his mission of “expanding and professionalizing” the DES security capabilities by December 31, 2016. Mr. Loftus stated a significant part of that mission was to provide civilian security personnel, employed directly by the DES/OIG, to secure 150 DES facilities throughout the State of Arizona. Mr. Loftus stated he sought to deploy DES/OIG Security Services personnel to these locations because DES was at the time utilizing between six and eight private security companies to man these posts, all of which Mr. Loftus described as “inconsistent and unprofessional.” He also stated he had identified multiple “billing irregularities” with some of the private security companies – most significantly with Surveillance Security, whom Mr. Loftus described as the most “blatant” of all the security companies concerning their improper billing practices. Mr. Loftus stated he made numerous efforts to correct these “irregularities,” but was unsuccessful. Ultimately, Mr. Loftus stated, he developed a plan to phase-out contract security at DES locations in Arizona, replacing them with State employees and “better people.”

Mr. Loftus stated in order to staff the DES facilities across Arizona with DES/OIG employed security personnel, he would need to increase the Security Services personnel to approximately 70 non-sworn security guards, 25 sworn law enforcement officers, 15 LEOSA personnel, and 12 civilian unemployment investigators. Mr. Loftus stated to accomplish such a lofty goal, he would need to provide extensive firearms training to all of these employees, which would require him to purchase large quantities of ammunition for training and for equipping personnel with ammunition appropriate for duty.

Mr. Loftus stated he does not remember the actual quantities of ammunition that he ordered, but did state he submitted purchase requisitions for ammunition in calibers of 9mm, .40 caliber, and .38 special. He also stated the reason he ordered particularly large quantities of ammunition was because he feared that if Hillary Clinton were to win the 2016 presidential election, ammunition would likely become difficult to obtain. Mr. Loftus stated he observed that ammunition became considerably difficult to obtain after former President Barrack Obama was elected, and he was concerned that another Democratic president (Clinton) would impose restrictions that would prevent Mr. Loftus from purchasing enough ammunition to train an upgraded DES/OIG security force in time to meet Jeffries' deadline of December 31, 2016.

Mr. Loftus also stated he had observed that the State of Arizona procurement system operated in an unreasonably slow manner, which also motivated him to order larger than normal quantities of ammunition. Mr. Loftus stated he was concerned if he had ordered ammunition in smaller, more incremental purchases, much the way other police agencies typically do, he would not have taken delivery of enough ammunition in time to meet Jeffries' deadline. He also stated his concern about time constraints is the reason he made two (2) personal purchases (Payment Vouchers #2OIG0033, and #2OIG0033) for 2,900 rounds of 9mm ammunition [Addendum D].

On May 1, 2017, Mr. Loftus forwarded an email to me entitled "DES OIG Ammunition Methodology," which he had originally sent to Acting DES Inspector General Dennis Young (and Cc'd to several other DES employees) on December 12, 2016 [Addendum W]. The narrative of the email is as follows:

*"All,
I prepared this document to help you understand how I planned out the ammo for training. I'm assuming everyone is now aware no ammunition or weapons were missing as unidentified malcontent(s) have led many to believe. Below is the methodology I used for OIG ammunition purchases. I believe you will find it is a sound projection for a new unit.*

Since my unit assumed all training responsibilities for DES OIG as of 1-1-2017, I had to plan a firearms training budget for the following year. The sworn attrition rate is unacceptable (~40 -50%) and very costly not only for training but also very counterproductive for case progression. In addition, we had no idea what to predict for the guard attrition rate. Since we conducted a basic firearms class for all new guards, the assumption of 500 rounds per guard for the year was an estimate. Some guards are retired police, some are ex-military and some are career professional security guards. As a result, we experienced a wide range of handgun expertise with these new employees. Please keep in mind I do not have my office materials, and these numbers are not exact. However, I feel they are very close to spot-on, the notes are in my old office.

Another factor regarding ammunition use is based on decisional screening/training. Since I did not want to use a simulator system such as MILO, FATS or Range 2000, which was paid for with POTF or other restricted funds, we had to resort to old-fashioned, live ammunition decisional evaluations. Most of these evaluations can be done with under 25 rounds per student.

Below were my priorities from the office of the director:

1. *Per the Director, I was to replace all 72 contract guards with DES guards who are armed. Unknown attrition rate, assumed ~20%*
 - o Two qualifications per year using AZPOST semiautomatic as a standard. Projected 43,000 practice rounds (includes initial training for guards with unknown firearms proficiency)*
 - o One familiarization and initial qualification using duty ammo. Projected duty ammo issued: 8500*

2. *Train DES OIG sworn investigators, authorized 22. Attrition rate for 2016 to date ~40 -50%*
 - o *Three qualifications per year including night shoot. Projected 23,000 practice rounds*
 - o *Duty ammo issued, projected: 2,500*
3. *Convert 15 civilian investigators (unarmed positions) to civilian armed positions. Attrition rate >10%*
 - o *Two qualifications per year using AZPOST semiautomatic as a standard. Projected 8,500 practice rounds*
 - o *One familiarization and initial qualification using duty ammo. Projected duty ammo issued: 1,700*
4. *Verify, train and certify LEOSA-authorized DES staff to carry weapon concealed at DES. N=17, unknown attrition rate*
 - o *One annual AZPOST qualification projected 2,500 practice rounds*
 - o *Projected duty ammo 1,900*
5. *Monthly self-training for sworn staff (allowed in OIG policy) estimate*
 - o *Estimated 250 .40 monthly*
 - o *Estimated 200 9mm monthly*
6. *Decisional ~120 evaluations at 25 rounds each = 3,000 practice rounds*

Totals

1	51,500
2	25,500
3	10,200
4	4,400
5	5,400
6	3,000

**	~100,000
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**** 100,000 rounds of pistol ammunition projected use for DES OIG for onboarding security and training enhancements of current staff.**

- *Please note, I personally checked with DPS armory staff on the amount of pistol ammunition they budget per shoot per employee. DPS budgets 250 rounds per shoot. Later Carlos verified this with number the DPS armory sergeant.*
- *Please identify that 2,000 rounds of the existing inventory seized by DPS are .38 special. Terry Azbill and the former IG both used .38 pistols and this ammo was ordered just for them.*
- *DES budget was very irate about OIG having a developing budget since many new functions were added to OIG including Protective Services. Many of these expenses were being established for the first time. I wanted to make certain I had a solid budget number for next year to avoid conflict with DES budget staff in the future.*
- *Bill Foldish, the DES OIG range master had ammunition in the safe in his area (IA) from previous purchases. That ammunition is not included in these calculations. Sometime in June 2016 (before he was released), Terry Azbill advised me that IA was almost out of .40 caliber ammo for the budget year.*
- *Lastly, uncontrollable external factors. I have been a firearms instructor for over twenty-five years. I have taught at ALETA and ALEA along with my own agencies. I personally experienced a very frustrating ordeal in 2008 when President Obama was elected. Following his election, there was a rush on guns and*

ammo. State contract suppliers could not produce ammunition to police agencies because of the military demand and the gun/ammo rush. It took over three years for supply to normalize, and firearms training was very difficult for small law enforcement agencies. Here at DES, I was given very clear instruction that nothing was to slow the deployment of security guards. I could not risk my job that guards went untrained for any reason. With the possibility of another presidential candidate viewed as anti-gun projected to win the election, I needed to have the ammunition received before the election.

The Governor's office announced in a press release I was terminated because I was a **close associate** with the Director. I found this rather perplexing. Prior to being hired by DES in March of 2016, I had never met Mr Jeffries, have never shared a meal or afterhours "drinks" with him, never been inside his house, I was only in his DES office to meet with him twice, and only drove him to appointments twice. In other words, like Terry Azbill, I knew I was expendable if Mr. Jeffries didn't think I was performing. I followed his direction because I thought it legal and ethical and would pass the headline test. Director Jeffries said several time this project was a priority of the Governor. I fear the investigation done by Nancy Gomez et al was extraordinarily shallow, biased and led by inaccurate information and assumptions. Any investigation led by inaccurate assumptions will result in inaccurate conclusions. **In fact, I was told that our DES OIG was asked to investigate Nancy Gomez by ADOA for various employment violations shortly before the DPS raid on OIG. I guess the logical conclusion was that she investigated herself after she fired the DES IG and Chief Agent.** I hope you find this information useful. Charles Loftus"

I asked Mr. Loftus if he was aware that all but 25,000 of the 88,600 rounds of ammunition purchased were done so “off-contract,” and if he was aware that failure by DES to purchase ammunition utilizing the contract was an Arizona Procurement Code violation. Mr. Loftus stated he was aware of the requirement to purchase ammunition utilizing the State contract, but adamantly denied any knowledge whatsoever that ammunition was purchased “off-contract.” I also asked Mr. Loftus if he was aware Gans Industries (Atomic Ammunition) was not an approved State of Arizona vendor. Mr. Loftus stated he was not aware that Gans Industries was not a contract vendor, and that utilizing Gans Industries as a source of ammunition for DES/OIG was actually suggested to him by a DES procurement officer who had purchased Atomic Ammunition when she was previously employed by the Department of Corrections. Mr. Loftus could not remember the procurement officer’s name, and simply referred to her as the “procurement girl”, while describing her physically.

Additionally, Mr. Loftus stated, “The procurement girls were terrified of Jeffries...,” stating the possibility existed DES procurement officers purchased ammunition off-contract out of fear and at the direction of Tim Jeffries.

On May 12, 2017, I received the following email from Mr. Loftus concerning the approximately 4,050 rounds of ammunition that was found to be missing from the DES/OIG inventory, as described above. [Addendum W]

*“Chris,
Ask Bill Foldish how much ammo I had to replace from the sworn side. The procurement process was very slow, some of the DES bureaucrats were not pleased with DES spending money on guns and ammo and they were purposely obstructive. As a result before the ordered ammo arrived I asked Bill to loan the security training operation ammo from his sworn stockpile. The loan was at least 2000 rounds, possibly 3000. When the ordered ammunition arrived, I quickly*

returned the amount loaned from the first order. That could account for some of the 4000 round gap. All the best, Charlie”

Please note that Bill Foldesh was unavailable for comment concerning the above email from Loftus due to an extended leave of absence from the DES due to personal reasons.

Finally, concerning ammunition, Mr. Loftus stated he had written a policy that allowed sworn DES/OIG law enforcement personnel to sign out 50 rounds of ammunition per month for “self-training” (this is a standard practice of many police departments). Mr. Loftus stated he does not know how many, if any, sworn officers took advantage of this policy, and therefore does not know how many rounds were expended as a result of this program. He added, he instituted sign-out and accountability procedures for ammunition usage, regardless of the reason that ammunition was removed from storage locations. However, as stated throughout this report, no sign-out or ammunition accountability logs were ever located during this audit, and several DES/OIG employees stated no such logs ever existed. Additionally, the “self-training” ammunition sign-out policy that Mr. Loftus described does not exist in DES/OIG firearms or training related policies [see Addendum M].

On February 8, 2017, I contacted State Procurement Manager Lori Noyes, who is currently assigned to the DPS Agency Support Division, and requested her assistance in reviewing the above listed ammunition purchases for compliance with State of Arizona procurement regulations. I also asked Ms. Noyes to help me decipher the Arizona Procurement Code as it applies to ammunition and firearms purchases. Ms. Noyes pulled the state contract for ammunition purchases and found that only one of the ammunition purchases made by DES reference this audit was made utilizing the contract as required. This purchase was determined to be reference PO #ADSPO14-067867:94, for 25,000 rounds of ammunition, from San Diego Police Equipment Company. Additionally, Ms. Noyes checked for all transactions that utilized the statewide contracts, from the inception of the contracts, finding that PO #ADSPO14-

067867:94 was the only DES transaction made from 2014 through the date of her research, February 10, 2017. This confirmed all of the other ammunition purchased by DES related to this audit, amounting to 63,600 rounds, were made in a manner that bypassed the contract, violating the Arizona Procurement Code. [See Addendum K].

Ms. Noyes explained to me all ammunition purchases properly submitted would have been flagged and scrutinized by the State Procurement Office. If the ammunition was not flagged (as it was not for all but one of the DES purchases), then someone would have had to circumvent the system, and the contract would not have been utilized, even if a contract vendor was used. Therefore, the failure by DES to purchase ammunition utilizing the contract was an Arizona Procurement Code violation, pursuant to R2-7-607, Mandatory Statewide Contracts, a class 2 misdemeanor [Addendum K].

However, Ms. Noyes explained there is currently no way to determine how the system was circumvented, or specifically who did it, short of a confession from the perpetrator.

It should be noted, as Ms. Noyes explained to me, if a contract is in place, such as the state ammunition contract in question, it can be used to buy ammunition at any time for any quantity, as long as the contract vendor is used. Subsequently, there would not be any reason to go to the trouble of circumventing the contract unless one was attempting to evade detection and scrutiny from the State Procurement Office. This would suggest whomever is responsible for failing to utilize the state ammunition contract did so to conceal the purchases from those within the State Procurement Office who might question so many, and such large, ammunition purchases. This may be the same reason nine (9) purchases for ammunition were made (11 counting Loftus' personal/reimbursed purchases) instead of one (1) or two (2) large purchases – as is typically made by large police agencies such as the Department of Public Safety or the Phoenix Police Department.

FIREARMS:

During calendar year 2016, fifty-five (55) handguns were purchased by the DES Office of the Inspector General for twenty-eight (28) armed security officers, twenty-three (23) sworn law enforcement personnel from protective services and fraud investigations, and three (3) DES employees not assigned to law enforcement or security responsibilities. The three employees that were carrying firearms while on-duty at DES, but whose assignments did not require them to be armed were as follows [See Addendum AA-8]:

- Timothy Jeffries, DES Director, carried a .40 caliber Smith & Wesson M&P semiautomatic pistol
- Clark Collier, DES Chief of Staff, carried a 9mm Beretta NANO semiautomatic pistol
- Jay Arcellana, DES Chief Accountability Officer, carried a .38 caliber Smith & Wesson revolver

Firearms purchased:

BRAND	MODEL	CALIBER	PURCHASED
Glock	17	9mm	16
Glock	19	9mm	16
Glock	23	.40	2
Smith & Wesson	M&P	.40	17
Smith & Wesson	Revolver	.38	1
Beretta	NANO	9mm	3
(Total)			55

All of these weapons were found to be authorized firearms per DES/OIG General Order 9.2, entitled Authorized Firearms, last revised August 2015, [Addendum M].

Additionally, these weapons were found to have been properly purchased in accordance with the Arizona Procurement Code, and state contracts for firearms purchases were indeed utilized as required. Five (5) purchase orders [Addendum L] were provided to me by the Arizona Department of Administration, State Procurement Office detailing the purchases of the above listed firearms. All five (5) of these purchases were from ProForce Law Enforcement, Inc., Prescott, AZ – an authorized vendor – and utilized State of Arizona contract #ADSPO15-090359.

The involved purchase orders are as follows:

- PO #ADES16-122472, 02/01/2016
- PO #ADES16-128529, 03/25/2016
- PO #ADSPO15-090359:41, 07/25/2016
- PO #ADSPO15-090359:47, 09/31/2016
- PO #ADES17-148812, 09/15/2016

Fifty-two (52) of these weapons were found to be either properly issued to DES/OIG staff, or properly secured in an adequate gun safe located on the 4th floor of the DES headquarters building, within the protective services office. However, three (3) of the weapons were found to be in the possession of three DES personnel who did not have a legitimate reason, nor authorization pursuant to DES/OIG policies, to possess a firearm while on-duty as a DES employee, or at State of Arizona facilities. As noted above, these three DES employees were Tim Jeffries, Clark Collier, and Jay Arcellana.

On November 23, 2017, DPS Deputy Director, Lt. Colonel Heston Silbert took custody of Jeffries handgun and turned it over to DPS Agency Support Staff personnel to inventory. Additionally, DPS Sergeant Satit Gardner took custody of Collier's handgun at Collier's residence, and Arcellana's handgun at the DES headquarters building. Sergeant Gardner turned these weapons over to DPS, ASD staff as well. These three handguns, along with forty-two (42) additional pistols, were seized and transported to the DPS armory, located at

the Ben Avery Shooting Facility, for safe keeping, pending the results of this audit. Please see the report prepared by DPS Sergeant Thomas Neve, listed as [Addendum B].

It should be noted that by carrying firearms while on-duty in any capacity as an employee of the Arizona Department of Economic Security, Tim Jeffries, Clark Collier, and Jay Arcellana were in direct violation of DES policies regarding the carrying of firearms.

DES/OIG General Order 4.2.III.D states: [Addendum M]

Civilian employees are prohibited from carrying deadly weapons in an on-duty capacity. "Deadly weapons" are defined in Arizona Revised Statutes (ARS) § 13-105(15) as anything designed for lethal use, including a firearm.

According to DES employees interviewed for this audit, Jeffries publically stated he wanted every DES employee to be armed while on-duty to protect the agency from potential threats, specifically citing the terrorist attack at a San Bernardino, California social services center in 2015.

In a KTAR News article, dated December 1, 2016, Jeffries is reported to have told the publication that he received death threats and therefore carried a weapon to protect himself and his family. However, Jeffries was rather vague in his statements in this article concerning these supposed death threats, and did not elaborate on these claims.

Interestingly, during this audit, I was unable to locate any independent evidence to corroborate Jeffries' claims that he had received death threats. A records-check by the Phoenix Police Department, the jurisdiction in which the DES headquarters resides, indicated that no reports concerning threats of any kind had been filed by Jeffries at the DES building, or anywhere else by the PPD at any time. This is despite the fact that the PPD had been dispatched to the DES headquarters building 147 times since 2014.

Additionally, I spoke with Captain Ed Sharpsteen, the unit commander for the DPS Troopers assigned to patrol the State of Arizona Capitol Complex, reference Tim Jeffries' statements to the media asserting that he had received death threats. Captain Sharpsteen stated his unit would be responsible for the initial response to any criminal incidents reported to law enforcement, including situations involving any type of threats, at any of the State of Arizona facilities located at the Capitol Complex. He and his Troopers would also be involved with any subsequent DPS plans or actions to resolve the situation or provide protection to the victim of a crime – in this scenario protecting Jeffries. As the Captain of the DPS Capitol Detail, Captain Sharpsteen stated, standard protocol would require that he be notified of any unusual or high-profile incidents. However, Sharpsteen stated that he was not aware of any threats made against Tim Jeffries whatsoever.

Captain Sharpsteen stated because Jeffries was the director of a state agency, standard protocol would have required that he notify the Arizona Counter Terrorism Information Center (ACTIC) immediately if the slightest indications existed that threats had been made

against Jeffries for an immediate threat assessment. However, an extensive records check conducted by the ACTIC, under the direction of DPS Captain Chad Hinderliter, determined the ACTIC had not been contacted reference threats made against Jeffries, and that a threat assessment, or any other kind of analytic product to investigate threats against Jeffries, had not occurred.

Furthermore, it should be noted that DES/OIG protective services personnel, the DES employees charged with protecting all DES employees while at work, including Jeffries, did not indicate that they had any knowledge of death threats against him.

On May 8, 2017, Charlie Loftus stated, as a result of his mission to expand the DES/OIG Security Services capabilities (as described above in the section labeled "Ammunition"), he was tasked with purchasing firearms to equip current and anticipated future security personnel. Mr. Loftus stated he purchased a total of 55 handguns, delineated as follows:

- Glock models 17 & 19, 9mm, for civilian security guards
- Glock model 23, .40 caliber, for sworn law enforcement officers
- Smith & Wesson .38 caliber revolvers, for Jay Arcellana and Terry Azbill
- Beretta NANO, 9mm, for Tim Jeffries, Jay Arcellana, Clark Collier, and Terry Azbill

It should be noted that although Mr. Loftus stated that four (4) Beretta NANO 9mm pistols had been purchased, purchase orders for only three (3) of these weapons were located, and three (3) were accounted for in DES/OIG firearms inventory during this audit. Additionally, during this audit, no records were found that indicated Jeffries carried a Berretta NANO 9mm pistol. Instead, the only records found during this audit indicated that Jeffries carried a .40 caliber Smith & Wesson M&P semiautomatic pistol. [Addendums B & AA-8]

Mr. Loftus stated the choice of purchasing the Glock pistols for DES/OIG security personnel was his decision based on law enforcement industry standards, but that he was ordered by CLEO Azbill to purchase the Beretta pistols for Jeffries, Arcellana, Collier, and Azbill himself. Loftus also stated that he purchased the .38 caliber revolver for Arcellana because Arcellana was unable to pass the AZPOST firearms qualification course with the Beretta pistol that he had originally been issued. Records do indicate that Arcellana returned the Beretta NANO pistol to DES/OIG inventory, and was subsequently issued a Smith & Wesson .38 caliber revolver. Records also show Arcellana's Beretta pistol was reissued to Lynn Howe [Addendum AA-8].

No records were found during this audit to indicate that either Jeffries or Arcellana completed any type of firearms qualification course. Additionally, it would be confounding as to why Jeffries or Arcellana would even shoot the AZPOST firearms qualification course, given that neither of them would have been certified to carry a firearm in the capacity of their duties at DES [Addendum M].

Lastly, Mr. Loftus stated the purchase of Beretta pistols for Jeffries, Arcellana, and Collier was based on Jeffries' fear that DES would be attacked by terrorists in the same manner the San Bernardino social services facility had been attacked in 2015 (as described earlier in this report). I asked Mr. Loftus if he was aware of any death threats made against Jeffries, and he stated he was not.

POLICIES:

The following DES/OIG policies related to the firearms program for sworn law enforcement officers were reviewed [Addendum M]:

- General Order 4.2, CARRYING FIREARMS, issued 07/12, revised 08/15
- General Order 9.1, USE OF FORCE, issued 08/13, revised 08/15
- General Order 9.2, AUTHORIZED FIREARMS, issued 07/12, revised 08/15

- General Order 9.3, FIREARMS TRAINING AND QUALIFICATION, issued 07/12, revised 08/15

These policies were found to be current, relevant, well written, and comprehensive. All four General Orders were written based on Arizona Department of Public Safety policies.

In December of 2016, I reviewed the policies for the DES/OIG non-sworn Protective Services Officer. The policy at that time, entitled “Protective Services Officer, Standards 2016-2017”, was a work-in-progress, and was incomplete [Addendum N].

Though, in February 2017, I was provided the newly completed policy, entitled “Standard Operating Procedures, Protective Services Officer”, dated January 2017, authored by Carlos Contreras and Autumn Maya [Addendum O]. The topics covered in this policy include:

- Position description
- Code of conduct
- Uniforms, equipment, and personal appearance
- Weapons
- Post orders and operations
- Arrest & search authority
- Use of force
- Alarms
- Radio usage
- Bomb and terrorist threats
- Parking violation logs

I found these policies to be current, relevant to the non-sworn security position, well written, comprehensive, and an improvement over the previous policies. These policies

were based on the Arizona Department of Public Safety policies for non-sworn security personnel, as well as the Arizona Supreme Court security program.

TRAINING:

A considerable amount of conflicting information surrounding the DES/OIG training program and records was provided by DES employees and outside sources. During the early stages of this audit, I was provided information that indicated that the DES/OIG did not have any records concerning firearms training or qualifications. Even if training records had ever been kept, no DES employees were able to locate records for my review.

On December 8, 2016, during my first contact with Autumn Maya, the OIG training coordinator, Ms. Maya stated she had never seen any physical training records of any kind for either the sworn or non-sworn OIG employees, nor did an electronic database exist. As outlined in the ammunition section of this report, Ms. Maya ultimately prepared training records based on OIG employees' "best guesses". As noted above, these records proved to be significantly inaccurate. [Addendums AA-3, AA-5, AA-6]

During interviews of Dale Doucet, on December 8, 2016, and Carlos Contreras, on January 9, 2017, both also stated, to their knowledge, no training records existed for either sworn or non-sworn OIG employees.

On February 17, 2017, I spoke with retired AZ DPS Trooper, and current DPS Reserve Trooper, Bill Shantz reference the DES/OIG firearms program. Trooper Shantz, a certified AZPOST firearms instructor, stated after retiring from the DPS in 2012, he took a job as a firearms instructor at DES until leaving that job in 2014. Trooper Shantz stated, even though he left DES, he continued to handle all firearms instruction for DES/OIG as a paid subcontractor. Trooper Shantz stated, he initially only conducted annual qualification shoots for DES/OIG, because DES did not have enough ammunition until now to do any actual training. Shantz stated, even now, he has only

added “judgmental” training, utilizing Simunitions equipment, and simulations training utilizing video/computer based use-of-force scenarios. Shantz stated he has not conducted live-fire handgun training courses for DES, to date, beyond qualification shoots (this is converse to statements made by Mr. Loftus in an email dated May 1, 2017, [Addendum W]). Shantz stated all training that he conducts for the DES is done at the DPS range located at the Ben Avery Shooting Facility.

Trooper Shantz stated during every firearms qualification course he conducted for DES/OIG, he filled out paper forms with the date, time, location, score, and instructor information for each DES employee who shot the course. He stated each form contains information as to whether or not the employee passed the qualification course. After each qualification shoot, Shantz stated, he placed these forms in a “records book” and gave the book to DES/OIG Internal Affairs Sergeant Bill Foldesh, the training coordinator. This was prior to Autumn Maya assuming responsibilities as the training coordinator. Trooper Shantz stated, he does not personally keep any training records for any of the DES personnel.

On February 22, 2017, I contacted AZPOST Compliance Specialist Mike Deltenre to verify Trooper Shantz’ status as an AZPOST firearms instructor. Mr. Deltenre advised me Shantz was certified as an AZPOST firearms instructor in February 1981, and his current status is listed as “active”. Therefore, Trooper Shantz is a valid firearms instructor in good standing.

On February 21, 2017, I contacted Autumn Maya via telephone to ask her if she was aware of the notebook containing training records Bill Shantz stated he gave to Bill Foldesh as described above. Ms. Maya stated she had never seen or heard of any type of notebook that contained DES/OIG firearms training or qualification records, but she would contact Sergeant Foldesh to inquire if he was aware of it. Shortly thereafter, Ms. Maya sent an email [Addendum Q] to Sergeant Foldesh asking him about the training notebook Shantz had described. Foldesh responded to Maya’s email stating, “That

book does not sound familiar.” I was Cc’d on the email, and Sergeant Foldesh invited me to contact him about it.

Later that afternoon, on February 21, 2107, I spoke with Sergeant Foldesh via telephone. Sergeant Foldesh stated he was the training coordinator for DES/OIG beginning in August of 2015, and that he was Autumn Maya’s immediate predecessor. Sergeant Foldesh stated he had very recently transitioned the training coordinator responsibilities to Ms. Maya, but because she was so new to the position, he helped her with the training program whenever she needed assistance.

Sergeant Foldesh stated he did not have any knowledge of the training notebook that Trooper Shantz told me he gave to Foldesh, and he was unaware a training records notebook existed whatsoever. He also stated during his tenure as the DES/OIG training coordinator, no electronic database containing firearms training or qualifications existed, but he believed Ms. Maya was in the process of developing one now. Sergeant Foldesh also stated he had been employed as a sworn law enforcement officer for the DES/OIG for over 17 years, and throughout that time, the only courses of fire the OIG sworn staff conducted had been AZPOST handgun qualification shoots and judgmental qualifications in various forms. Foldesh stated actual firearms training courses designed to develop and improve a shooter’s marksmanship or weapons manipulation skills, or to enhance an officer’s shoot or no-shoot decision making, had not been utilized during his time as a DES employee. He also stated until the most recent firearms qualification shoot on February 2, 2017, no rosters for shoots were filled out.

Sergeant Foldesh added the judgmental qualification was currently being utilized by DES/OIG sworn law enforcement personnel for 2017 is a Simunition based shoot/no-shoot course developed by Trooper Shantz. Sergeant Foldesh said Shantz’ judgmental course was approved by AZPOST, but no AZPOST training outline existed (as is required by Arizona Administrative Code R13-4-114, [Addendum X]). Sergeant Foldesh further stated he was not aware of any firearms training outlines utilized by the DES/OIG firearms training program. It should be noted the curriculum provided to

students in the AZPOST Firearms Instructor School, as well as the prerequisite AZPOST General Instructor School, clearly outlines the need for utilizing training outlines and lesson plans.

When Sergeant Foldesh stated DES/OIG did not use AZPOST approved training outlines, I asked him how qualification failures were handled. Per Sergeant Foldesh, if a shooter failed the qualification shoot, he or she would be given a second try the same day. If the shooter failed this second attempt (a double failure), remedial training would be scheduled, with no specific time frame required. However, Sergeant Foldesh stated, the shooter would be allowed to continue to attempt to pass the qualification course, without limit, until they succeeded, provided that a successful qualification shoot occurred on or before December 31 of the year the failures occurred. When I asked Sergeant Foldesh what would happen on January 1st of the following year if the officer failed to qualify with his or her firearm by December 31, Foldesh stated, "I don't know, we've never had it happen."

Sergeant Foldesh stated a qualification failure did not constitute a "disqualification", and therefore the officer who failed the shoot would be allowed to carry his or her gun on duty, anywhere he or she went, in any situation, despite the failure to qualify. Foldesh stated this was considered acceptable DES/OIG doctrine, and reiterated that an officer would be allowed to continue carrying their issued firearm after a double failure, provided the officer successfully passed the AZPOST qualification course sometime between the date of the original failure and the end of that calendar year. Thus, there would not be any consequence for failing to qualify with the firearm that a DES/OIG officer carries.

It should be noted this DES/OIG policy (although unofficial) would be a violation of Arizona Administrative Code R13-4-109.01, Restriction of Certified Peace Officer Status: Training or Qualification Deficiencies:

R13-4-109.01.B states: [Addendum X]

Firearms qualification. If a peace officer fails to satisfy R13-4-111(C), the peace officer shall not carry or use a firearm on duty.

R13-4-109.01.C states: [Addendum X]

Continuing and proficiency training. If a peace officer fails to satisfy R13-4-111(A) or (B), the peace officer shall not engage in enforcement duties, carry a firearm, wear or display a badge, wear a uniform, make arrests, perform patrol functions, or operate marked police vehicles.

Per Sergeant Foldesh, no formal DES/OIG policies existed that provided guidance or directives to firearms instructors as to how to conduct remedial training following a double qualification failure. He said there was only a verbal agreement between he and Trooper Schantz as how to proceed. Sergeant Foldesh added that he and Trooper Schantz did not follow a formal AZPOST approved lesson plan for remedial training. Instead, he and Trooper Schantz would work with the shooter, "...on things like grip and trigger pull." He was not any more specific about the training.

Sergeant Foldesh stated he is currently an AZPOST certified firearms instructor, which I confirmed by contacting AZPOST Compliance Specialist Mike Deltenre on February 22, 2017. Mr. Deltenre advised me Sergeant Foldesh was certified as an AZPOST firearms instructor in February 1991, and his current status is listed as "active". Therefore, Sergeant Foldesh is indeed a valid firearms instructor in good standing.

Sergeant Foldesh said he only provided firearms training to, or conducted qualification shoots for, sworn DES/OIG law enforcement officers. He also stated he does not now, nor has he ever provided firearms training or qualification shoots for the non-sworn DES/OIG security personnel.

Sergeant Foldesh further stated, to his knowledge, no formal DES/OIG written policies existed concerning firearms qualifications, failures to qualify, or remedial training. During this audit, I discovered this to be incorrect. DES/OIG General Order 9.3, Firearms Training and Qualifications, issued 07/12, and revised 08/15, clearly explains the requirement for a sworn officer to qualify with his or her firearm, as well as clear and detailed directives concerning failures to qualify and subsequent remedial training. As I noted in the policies section of this report, I found this policy to be current, relevant, well-written, and comprehensive. Additionally, I found that General Order 9.3 (Section VII, Failure to Qualify/Remedial Training) to state clear directives to provide industry standard resolutions to qualification failures [Addendum M].

Reference the notebook containing firearms training and qualification records that Trooper Shantz said existed and Sergeant Foldesh said didn't, DES/OIG Chief Law Enforcement Officer (CLEO) Terry Azbill stated, he was aware of the notebook in question. On March 7, 2017, during an interview at the DES headquarters building, CLEO Azbill told me, during the entire time he was employed at DES/OIG, the training coordinators, including Bill Foldesh, maintained a "binder" with training and qualification documents. CLEO Azbill stated he has never known the OIG training coordinators to maintain an electronic training records database, but he stated he knew, with absolute certainty, the training records notebook – presumably the same notebook described by Bill Schantz – not only existed, but was up-to-date until he was fired by Tim Jeffries during the month of July 2016. CLEO Azbill stated that he believes that if the notebook no longer exists, someone must have shredded the records. CLEO Azbill further stated he has no idea who would have shredded the training records, if indeed that occurred, or why someone would do so. When I told CLEO Azbill that Sergeant Foldesh told me he had no knowledge of the training notebook Trooper Shantz described, and that he had never known such a notebook existed, CLEO Azbill responded by stating, "Well, he's wrong."

When I explained to CLEO Azbill my audit report would state I had requested pre-audit (prior to November 2016) training and/or qualification records on multiple occasions, but

that no DES/OIG employees had provided such documents to me, and I was told that these records did not exist, he responded by stating, "I'll be disputing that." CLEO Azbill also stated AZPOST had just completed an audit of the DES/OIG training records in February 2017, and they had been found to be in-compliance. I explained to CLEO Azbill that I was aware of this AZPOST audit, but I was also aware it only covered DES/OIG training that had occurred on the day of February 1, 2017. I also explained to CLEO Azbill I was seeking training records from before November 2016. CLEO Azbill responded by stating that AZPOST audited DES/OIG training records every year, and they are always found to be in-compliance.

CLEO Azbill stated he "...knew for a fact..." current and historical training and qualification records were currently in each OIG employee's personnel file. In response, I asked CLEO Azbill to gather these training and qualification records and email them to be as soon as possible. CLEO Azbill told me he would. However, as of May 24, 2017 – two (2) months and seventeen (17) days later – I have yet to receive any training records from CLEO Azbill, even though I reminded him about this request twice via email [Addendum R].

It should be noted during my interview of Charlie Loftus on May 8, 2017, Mr. Loftus stated he had seen and reviewed the training notebook Trooper Shantz stated he gave to Sergeant Foldesh, and which Sergeant Foldesh denied ever existed. Mr. Loftus also stated he believes the reason Foldesh denied the notebook exists is "...because his (Foldesh) records were horrible. They're a disaster!" Mr. Loftus stated if Sergeant Foldesh denies that the training notebook exists, or at least had existed when Loftus was still employed by the DES, then Sergeant Foldesh is being untruthful (utilizing an expletive expression).

As noted above, DES/OIG sworn law enforcement personnel attended a firearms qualification shoot and judgmental qualification on February 1, 2017, conducted by Trooper Shantz at the AZ DPS range. Prior to the qualification shoot, Trooper Shantz inspected the attending officers' firearms for safety and functionality. Every employee

who attended the shoot passed the firearms and judgmental qualification. The shoot was documented on the newly designed DES/OIG "Firearms Qualification Record" form, developed by Autumn Maya and Carlos Contreras [Addendum S].

On February 16, 2017, the non-sworn DES/OIG Protective Services Officers attended the same firearms and judgmental qualifications, and firearms inspections, the sworn law enforcement officers attended two-weeks before. This training was also conducted by Trooper Shantz at the AZ DPS range. All protective services personnel passed the qualification course. This training was properly documented in each attendees' training records by Autumn Maya. Ms. Maya sent copies of these training records, along with the applicable lesson plans, to me immediately following the training [see Addendums S & T respectively].

It should be noted although a training outline for the non-sworn DES/OIG protective services personnel has been developed [Addendum T], training outlines for the sworn law enforcement officers have not.

On March 9, 2017, I contacted AZPOST Compliance Specialist Lori Wait reference a recent audit of the DES/OIG training records. Ms. Wait stated on February 24, 2017, AZPOST conducted a limited audit of DES/OIG sworn law enforcement officers' training records. Ms. Wait stated the audit was not all-encompassing, and instead focused on a small random sampling of the OIG sworn personnel. Ms. Wait advised me the audit only inspected records for firearms and judgmental qualifications, and found the above listed qualification course administered by Trooper Shantz on February 1, 2017 met these requirements. Ms. Wait stated no deficiencies were noted [Addendum V].

SUPPORTING DOCUMENTS AND SOURCE MATERIAL:

Addenda:

- A. DES Firearms Investigative Audit Account
- B. Neve Memo, AZ DES Guns & Ammunition Inventory
- C. Ammunition Purchase Orders
- D. Loftus Ammunition Reimbursement Forms
- E. Clark Purchase Orders Emails
- F. OIG Ammunition Purchase Spreadsheet
- G. Ammunition & Firearms Accounting Sheet
- H. Grant Purchase Spreadsheet
- I. ProForce Law Enforcement Ammunition Emails
- J. AZ DES Unusual Incident Statistics
- K. Procurement Code Contract Violations
- L. Firearms Purchase Orders
- M. AZ DES/OIG Firearms Policies
- N. Protective Services Officer Policy – Old
- O. Protective Services Officer Policy – New
- P. Jeffries Silent Witness Tip
- Q. Shantz/Foldesh Training Notebook Email
- R. Azbill Training Records Email
- S. Sworn Law Enforcement Qualification Records
- T. Protective Services Officer Training Outlines
- U. Non-Sworn Security Officer Qualification Records
- V. AZPOST Annual Audit Report – DES 2017
- W. Loftus Emails
- X. Arizona Administrative Code, AZPOST
- Y. AZPOST Firearms Qualification Course
- Z. Photographs

Addendum AA (Notebook submitted to me from Autumn Maya)

- AA-1. Security Personnel Roster
- AA-2. Duty Post Assignments for Security Officers
- AA-3. Security Officers Training Records
- AA-4. AZPOST Agency Roster
- AA-5. AZPOST Training Records
- AA-6. All Firearms Training
- AA-7. All Firearms Training Rosters
- AA-8. Firearms Inventory
- AA-9. Security Officer Lesson Plans
- AA-10. Security Officer Policies

ARIZONA DEPARTMENT OF PUBLIC SAFETY
INTEROFFICE MEMORANDUM



FRANK L. MILSTEAD
DIRECTOR

DATE: November 25, 2016
TO: Wayde Webb, Lieutenant Colonel, Agency Support Division
FROM: Thomas Neve, Sergeant, Operational Training Section
SUBJECT: AZDES WEAPONS & AMMO INVENTORY NOVEMBER 23, 2016
FOR: Action Decision Information Signature

Summary:

On November 23, 2016, at about 1412 hours, Agency Support Division (ASD) personnel assisted with photographing, inventory and safekeeping securement of 45 handguns and about 84,550 rounds of ammo located in three locations at the Arizona Department of Economic Security (DES) headquarters, located at 1789 W. Jefferson Street in Phoenix, Arizona. For a complete list of assigned personnel, please see the Incident Command System Log, attached.

Incident Details:

At 1340 hours, Lieutenant Colonel Wayde Webb, #4891 conducted a briefing of ASD personnel at the Arizona Department of Public Safety (DPS) Compound, in Phoenix.

At 1405 hours, ASD personnel re-grouped at the DES headquarters. Sergeant S. Gardner, #4674, Arizona Department of Public Safety, handed over a Glock 23, .40 caliber handgun. At 1412 hours, ASD personnel arrived on the 4th Floor at the Security Services Unit. The safe containing handguns and ammo was photographed and contents were inventoried. From the safe, 33 handguns and 15,350 rounds were inventoried. At 1422 hours, Deputy Director H. Silbert, #10000 submitted 3 handguns and 50 rounds of ammo that were added to these inventory sheets along with the handgun that came from Sergeant Gardner. All 37 handguns and 15,350 rounds of ammo were loaded into Transport Vehicle#1.

At 1506 hours, 59,000 rounds of ammo from the secured area in the basement were inventoried and loaded into Transport Vehicle#1.

At about 1600 hours, 8 handguns and about 10,200 rounds of ammo from the Internal Affairs Unit were photographed, inventoried and loaded into Transport Vehicle#1.

At about 1702 hours, Transport Vehicle #1 arrived at the Arizona Department of Public Safety Armory at Ben Avery Shooting Facility. Troopers J. Petculescu, #5626 and R. VanKeuran, #5301 Arizona Department of Public Safety verified firearms and ammo box counts. At 1750 hours, inventory was completed and all firearms and ammo (1 pallet), were accounted for and secured at the armory for safekeeping.

**Arizona Department of Economic Security
Office of Inspector General
Equipment Inventory**

Name	Badge #	Make/Model	Serial Number	Date Issued	Date Turned In
Arcellana, Jay	N/A	S&W MP .40	HPN0797		03-14-2016
Arcellana, Jay	N/A	Beretta 9mm	NU130547		03-21-2016
Arcellana, Jay	N/A	.38	CYL8402		
Azbill, Terry	613	S&W MP .40	HPN0808		02-04-2016
Babros, Kristopher	645	S&W MP .40	HPN0487	09-04-2015	
Buhrow, Lauren	694	Glock 23	BCSR830	09-20-2016	
Collier, Clark	N/A	S&W MP .40	HPN0808	02-16-2016	03-10-2016
Collier, Clark	N/A	Beretta 9mm	NU130548 ✓	03-10-2016	
Contreras, Carlos	664	S&W MP .40	HPL9215	09-27-2016	
Corey, James	644	S&W MP .40	HPL9218	09-10-2015	
Dimbat, Charles	609	S&W MP .40	HPN0798	09-04-2015	
Doucet, Dale	615	S&W MP .40	HPN0489	09-09-2015	
Foldesh, Bill	554	S&W MP .40	HPN0484	09-03-2015	
Howe, Lynn	695	Beretta 9mm	NU130547	08-25-2016	
Jeffries, Tim		S&W MP .40	HPN0731 ✓	04-19-2016	
Loftus, Charles	684	Glock 43 9m	Personal gun		
Roberts, Mark	693				
Salas, Damas	688	S&W MP .40	HPN0796	03-16-2016	
Truett, Tim	670	S&W MP .40	HPN0801	11-03-2015	

Equipment Not Issued, OIG/IA Safe

Make/Model	Serial Number
S&W MP .40	HPN0486
S&W MP .40	HPN0782
S&W MP .40	HPN0787
S&W MP .40	HPN0797
S&W MP .40	HPN0799
S&W MP .40	HPN0802
S&W MP .40	HPN0808
Beretta 9mm	NU130543

Firearms By Type

Type Of Firearm

Handgun's

Location Assigned	ID No.	Owned By	Trk No.	Dept No.	Brand	Model	Serial No.	Caliber	Vehicle	Status	Cost
Armory	Department		41		Glock	19	BBWW900 ✓	9 MM		Inactive	\$409.00
Armory	Not Entered		53		Glock	19	BDGS834 ✓	9 MM		Inactive	\$409.00
Armory	Department		33		Glock	19	BCHV870 ✓	9 MM		Inactive	\$409.00
Armory	Not Entered		50		Glock	19	BDGS831 ✓	9 MM		Inactive	\$409.00
Armory	Department		49		Glock	19	BDGS830 ✓	9 MM		Inactive	\$409.00
Armory	Not Entered		48		Glock	19	BDGS829 ✓	9 MM		Inactive	\$409.00
Armory	Department		47		Glock	19	BDGS828 ✓	9 MM		Inactive	\$409.00
Armory	Not Entered		55		Glock	19	BDGS836 ✓	9 MM		Inactive	\$409.00
Armory	Department		42		Glock	19	BBWW903 ✓	9 MM		Inactive	\$409.00
Armory	Not Entered		54		Glock	19	BDGS835 ✓	9 MM		Inactive	\$409.00
Armory	Department		40		Glock	19	BCHV871 ✓	9 MM		Inactive	\$409.00
Armory	Department		39		Glock	19	BCHV873 ✓	9 MM		Inactive	\$409.00
Armory	Department		29		Glock	19	BCHV856 ✓	9 MM		Inactive	\$409.00
Armory	Department		30		Glock	19	BCHV867 ✓	9 MM		Inactive	\$409.00
Armory	Department		31		Glock	19	BCHV874 ✓	9 MM		Inactive	\$409.00
Armory	Department		34		Glock	19	BBWW901 ✓	9 MM		Inactive	\$409.00
Armory	Department		43		Glock	23	BCSR832 ✓	40		Inactive	\$409.00
Armory	Department		63		Glock	19	BDGS844 ✓	9 MM		Inactive	\$409.00
Armory	Department		71		Glock	19	BDGS852 ✓	9 MM		Inactive	\$409.00
Armory	Department		70		Glock	19	BDGS851 ✓	9 MM		Inactive	\$409.00
Armory	Department		69		Glock	19	BDGS850 ✓	9 MM		Inactive	\$409.00
Armory	Department		68		Glock	19	BDGS849 ✓	9 MM		Inactive	\$409.00
Armory	Department		67		Glock	19	BDGS848 ✓	9 MM		Inactive	\$409.00

Firearms By Type

Type Of Firearm

Handgun's

Location Assigned	ID No.	Owned By	Trk No.	Dept No.	Brand	Model	Serial No.	Caliber	Vehicle	Status	Cost
Armory		Department	68		Glock	19	BDGS847 ✓	9 MM		Inactive	\$409.00
Armory		Department	65		Glock	19	BDGS846 ✓	9 MM		Inactive	\$409.00
Armory		Not Entered	52		Glock	19	BDGS833 ✓	9 MM		Inactive	\$409.00
Armory		Department	64		Glock	19	BDGS845 ✓	9 MM		Inactive	\$409.00
Armory		Not Entered	56		Glock	19	BDGS837 ✓	9 MM		Inactive	\$409.00
Armory		Department	62		Glock	19	BDGS843 ✓	9 MM		Inactive	\$409.00
Armory		Department	61		Glock	19	BDGS842 ✓	9 MM		Inactive	\$409.00
Armory		Department	60		Glock	19	BDGS841 ✓	9 MM		Inactive	\$409.00
Armory		Department	59		Glock	19	BDGS840 ✓	9 MM		Inactive	\$409.00
Armory <i>A - 101</i>		Department	10		Glock	19	BCDB634	9 MM		Inactive	\$409.00
Armory		Department	57		Glock	19	BDGS838 ✓	9 MM		Inactive	\$409.00
Badilla, Sergio		Department	13		Glock	17	BCGZ217	9 MM		Active	\$409.00
Baldriche, Arthur		Department	26		Glock	17	BCGZ226	9 MM		Active	\$409.00
Bonadie, Carlyle		Department	17		Glock	17	BCGZ229	9 MM		Active	\$409.00
Buhrow, Lauren		Department	44		Glock	23	BCSR830	40		Active	\$409.00
Calkins, David		Department	38		Glock	19	BCHV865	9 MM		Active	\$409.00
Candelario, Gerardo		Department	36		Glock	19	BCHV855	9 MM		Active	\$409.00
Coburn, Stephen		Department	3		Glock	19	BCDB630	9 MM		Active	\$409.00
Correa, Manual		Department	19		Glock	17	BCGZ225	9 MM		Active	\$409.00
Cuellar, Paul		Department	35		Glock	19	BBWW907	9 MM		Active	\$409.00
Donnelly, James		Department	28		Glock	19	BCHV858	9 MM		Active	\$409.00
Flores, David		Department	37		Glock	19	BCHV866	9 MM		Active	\$409.00
Gonzales, Vicente		Department	8		Glock	19	BCDB627	9 MM		Active	\$409.00
Hampton, Desiree		Department	2		Glock	19	BCDB638	9 MM		Active	\$409.00

Firearms By Type

Type Of Firearm

Handgun's

Location Assigned	ID No.	Owned By	Trk No.	Dept No.	Brand	Model	Serial No.	Caliber	Vehicle	Status	Cost
Hill, John	Department		22		Glock	17	BCGZ224	9 MM		Active	\$409.00
Ibrm, Johni	Not Entered		21		Glock	17	BCGZ216	9 MM		Active	\$409.00
Johnson, James	Department		7		Glock	19	BCDB625	9 MM		Active	\$409.00
Johnson, Jaron	Department		12		Glock	17	BCGZ218	9 MM		Active	\$409.00
Jordan, Terrance	Department		18		Glock	17	BCGZ227	9 MM		Active	\$409.00
Kelsh, Anthony	Department		15		Glock	17	BCGZ223	9 MM		Active	\$409.00
King, Gregory	Department		18		Glock	17	BCGZ221	9 MM		Active	\$409.00
LaBounty, Gary	Department		14		Glock	17	BCGZ215	9 MM		Active	\$409.00
Loftus, Charles	Department		45		Glock	23	BCSR831	40		Active	\$409.00
Martinez, Fernando	Department		4		Glock	19	BCDB631	9 MM		Active	\$409.00
McCabe, Scott	Department		25		Glock	17	BCGZ228	9 MM		Active	\$409.00
Nejo, Reynolds	Department		11		Glock	17	BCDB632	9 MM		Active	\$409.00
Olney, Jon	Department		32		Glock	19	BCHV872	9 MM		Active	\$409.00
Reynolds, Marcia	Department		20		Glock	17	BCGZ219	9 MM		Active	\$409.00
Roberts, Mark	Department		51		Glock	19	BDGS832	9 MM		Active	\$409.00
Roberts, Titus	Department		58		Glock	19	BDGS839	9 MM		Active	\$409.00
Robertson, Warren	Department		74		Glock	19	BCDB639	9 MM		Active	\$409.00
Speck, Michael	Department		23		Glock	17	BCGZ222	9 MM		Active	\$409.00
Thompson, Thomas	Not Entered		24		Glock	17	BCGZ220	9 MM		Active	\$409.00
Turner, Charles	Department		9		Glock	19	BCDB626	9 MM		Active	\$409.00
Turner, Tamika	Department		6		Glock	19	BCDB633	9 MM		Active	\$409.00
68	Total Handgun(s)										
										Total Value of Handgun(s):	\$27,812.00

Firearms By Type

68 Total Firearms	1 Different Types	1 Different Brands	3 Different Models	2 Different Calibers
35 Different Locations Assigned	Total Value \$27,812.00			

Firearms With Dates And Notes

Type Of Firearm											
Handguns											
Location Assigned	ID No.	Division	Dept No.	Brand	Model	Serial No.	Trk No.	Caliber	Vehicle	Status	Cost
Armory		Administration		Glock	19	BBWW900	41	9 MM		Inactive	\$409.00
		Purchased: 9/16/2016		Date Assigned: 9/20/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS834	53	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BCHV870	33	9 MM		Inactive	\$409.00
		Purchased: 9/16/2016		Date Assigned: 9/20/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS831	50	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS830	49	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS829	48	9 MM		Inactive	\$409.00
		Purchased: 10/28/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS828	47	9 MM		Inactive	\$409.00
		Purchased: 10/28/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS836	55	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											

Firearms With Dates And Notes

Type Of Firearm											
Handgun's											
Location Assigned	ID No.	Division	Dept No.	Brand	Model	Serial No.	Trk No.	Caliber	Vehicle	Status	Cost
Armory		Administration		Glock	19	BBWW903	42	9 MM		Inactive	\$409.00
		Purchased: 9/16/2016		Date Assigned: 9/20/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS835	54	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BCHV871	40	9 MM		Inactive	\$409.00
		Purchased: 9/16/2016		Date Assigned: 9/20/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BCHV873	39	9 MM		Inactive	\$409.00
		Purchased: 9/16/2016		Date Assigned: 9/20/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BCHV856	29	9 MM		Inactive	\$409.00
		Purchased: 9/16/2016		Date Assigned: 9/20/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BCHV867	30	9 MM		Inactive	\$409.00
		Purchased: 9/16/2016		Date Assigned: 9/20/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BCHV874	31	9 MM		Inactive	\$409.00
		Purchased: 9/16/2016		Date Assigned: 9/20/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BBWW901	34	9 MM		Inactive	\$409.00
		Purchased: 9/16/2016		Date Assigned: 9/20/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	23	BCSR832	43	40		Inactive	\$409.00
		Purchased: 9/16/2016		Date Assigned: 9/20/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											

Firearms With Dates And Notes

Type Of Firearm

Handgun's

Location Assigned	ID No.	Division	Dept No.	Brand	Model	Serial No.	Trk No.	Caliber	Vehicle	Status	Cost
Armory		Administration		Glock	19	BDGS844	63	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS852	71	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS851	70	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS850	69	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS849	68	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS848	67	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS847	66	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS846	65	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS833	52	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											

Firearms With Dates And Notes

Type Of Firearm

Handgun's

Location Assigned	ID No.	Division	Dept No.	Brand	Model	Serial No.	Trk No.	Caliber	Vehicle	Status	Cost
Armory		Administration		Glock	19	BDGS845	64	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS837	56	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS843	62	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS842	61	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS841	60	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BDGS840	59	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Armory		Administration		Glock	19	BCDB634	10	9 MM		Inactive	\$409.00
		Purchased: 9/1/2016		Date Assigned: 11/18/2016		Replace:		Last Service:		Next Service:	
Notes: Checked out for firearms training											
Armory		Administration		Glock	19	BDGS838	57	9 MM		Inactive	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Badilla, Sergio		LOC 233		Glock	17	BCGZ217	13	9 MM		Active	\$409.00
		Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											

Firearms With Dates And Notes

Type Of Firearm	ID No.	Division	Dept No.	Brand	Model	Serial No.	Trk No.	Caliber	Vehicle	Status	Cost
Handgun's	Baldriche, Arthur	LOC 442		Glock	17	BCGZ226	26	9 MM		Active	\$409.00
	Purchased: 9/1/2016		Date Assigned: 9/16/2016		Replace:	Last Service:		Next Service:			
	No Notes Entered										
Bonadie, Carlyle	LOC 118			Glock	17	BCGZ229	17	9 MM		Active	\$409.00
	Purchased: 9/1/2016		Date Assigned: 9/16/2016		Replace:	Last Service:		Next Service:			
	No Notes Entered										
Buhrow, Lauren	Special Operations			Glock	23	BCSR830	44	40		Active	\$409.00
	Purchased: 9/16/2016		Date Assigned: 9/20/2016		Replace:	Last Service:		Next Service:			
	No Notes Entered										
Calkins, David	LOC 244			Glock	19	BCHV865	38	9 MM		Active	\$409.00
	Purchased: 9/16/2016		Date Assigned: 10/28/2016		Replace:	Last Service:		Next Service:			
	No Notes Entered										
Candelario, Gerardo	LOC 513			Glock	19	BCHV855	36	9 MM		Active	\$409.00
	Purchased: 9/16/2016		Date Assigned: 10/28/2016		Replace:	Last Service:		Next Service:			
	No Notes Entered										
Coburn, Stephen	LOC 136			Glock	19	BCDB630	3	9 MM		Active	\$409.00
	Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:	Last Service:		Next Service:			
	No Notes Entered										
Correa, Manual	LOC 182			Glock	17	BCGZ225	19	9 MM		Active	\$409.00
	Purchased: 9/1/2016		Date Assigned: 9/9/2016		Replace:	Last Service:		Next Service:			
	No Notes Entered										
Cuellar, Paul	Special Investigatio			Glock	19	BBWW907	35	9 MM		Active	\$409.00
	Purchased: 9/16/2016		Date Assigned: 10/25/2016		Replace:	Last Service:		Next Service:			
	No Notes Entered										
Donnelly, James	LOC 100			Glock	19	BCHV858	28	9 MM		Active	\$409.00
	Purchased: 9/16/2016		Date Assigned: 10/28/2016		Replace:	Last Service:		Next Service:			
	No Notes Entered										

Firearms With Dates And Notes

Type Of Firearm

Handguns

Location Assigned
Flores, David

ID No.	Division	Dept No.	Brand	Model	Serial No.	Trk No.	Caliber	Vehicle	Status	Cost
	LOC 244		Glock	19	BCHV866	37	9 MM		Active	\$409.00
	Purchased: 9/16/2016		Date Assigned: 10/28/2016		Replace:	Last Service:		Next Service:		
	No Notes Entered									
	LOC 001		Glock	19	BCDB627	8	9 MM		Active	\$409.00
	Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:	Last Service:		Next Service:		
	No Notes Entered									
	LOC 021024033039		Glock	19	BCDB638	2	9 MM		Active	\$409.00
	Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:	Last Service:		Next Service:		
	No Notes Entered									
	LOC 129		Glock	17	BCGZ224	22	9 MM		Active	\$409.00
	Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:	Last Service:		Next Service:		
	No Notes Entered									
	LOC 021024033039		Glock	17	BCGZ216	21	9 MM		Active	\$409.00
	Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:	Last Service:		Next Service:		
	No Notes Entered									
	LOC 021024033039		Glock	19	BCDB625	7	9 MM		Active	\$409.00
	Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:	Last Service:		Next Service:		
	No Notes Entered									
	LOC 100		Glock	17	BCGZ218	12	9 MM		Active	\$409.00
	Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:	Last Service:		Next Service:		
	No Notes Entered									
	LOC 193		Glock	17	BCGZ227	18	9 MM		Active	\$409.00
	Purchased: 9/1/2016		Date Assigned: 9/16/2016		Replace:	Last Service:		Next Service:		
	No Notes Entered									
	LOC 193		Glock	17	BCGZ223	15	9 MM		Active	\$409.00
	Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:	Last Service:		Next Service:		
	No Notes Entered									

Gonzales, Vicente

Hampton, Desiree

Hill, John

Ibrm, Johni

Johnson, James

Johnson, Jaron

Jordan, Terrance

Kelsh, Anthony

Firearms With Dates And Notes

Type Of Firearm

Handgun's

Location Assigned	ID No.	Division	Dept No.	Brand	Model	Serial No.	Trk No.	Caliber	Vehicle	Status	Cost
King, Gregory		LOC 307		Glock	17	BCGZ221	16	9 MM		Active	\$409.00
		Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
LaBounty, Gary		LOC 336		Glock	17	BCGZ215	14	9 MM		Active	\$409.00
		Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Loftus, Charles		Administration		Glock	23	BCSR831	45	40		Active	\$409.00
		Purchased: 9/16/2016		Date Assigned: 11/10/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Martinez, Fernando		LOC 182		Glock	19	BCDB631	4	9 MM		Active	\$409.00
		Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
McCabe, Scott		LOC 102		Glock	17	BCGZ228	25	9 MM		Active	\$409.00
		Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Nejo, Reynolds		Protective Services		Glock	17	BCDB632	11	9 MM		Active	\$409.00
		Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Olney, Jon		Special Investigatio		Glock	19	BCHV872	32	9 MM		Active	\$409.00
		Purchased: 9/16/2016		Date Assigned: 10/25/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Reynolds, Marcia		LOC 244		Glock	17	BCGZ219	20	9 MM		Active	\$409.00
		Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											
Roberts, Mark		Protective Services		Glock	19	BDGS832	51	9 MM		Active	\$409.00
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:		Last Service:		Next Service:	
No Notes Entered											

Firearms With Dates And Notes

Type Of Firearm

Handgun's

Location Assigned	ID No.	Division	Dept No.	Brand	Model	Serial No.	Trk No.	Caliber	Vehicle	Status	Cost	
Roberts, Titus		LOC 193		Glock	19	BDGS839	58	9 MM		Active	\$409.00	
		Purchased: 11/2/2016		Date Assigned: 11/2/2016		Replace:	Last Service:		Next Service:			
No Notes Entered												
Robertson, Warren		LOC 307		Glock	19	BCDB639	74	9 MM		Active	\$409.00	
		Purchased:		Date Assigned: 11/14/2016		Replace:	Last Service:		Next Service:			
No Notes Entered												
Speck, Michael		LOC 136		Glock	17	BCGZ222	23	9 MM		Active	\$409.00	
		Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:	Last Service:		Next Service:			
No Notes Entered												
Thompson, Thomas		LOC 513		Glock	17	BCGZ220	24	9 MM		Active	\$409.00	
		Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:	Last Service:		Next Service:			
No Notes Entered												
Turner, Charles		LOC 021024033039		Glock	19	BCDB626	9	9 MM		Active	\$409.00	
		Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:	Last Service:		Next Service:			
No Notes Entered												
Turner, Tamika		LOC 001		Glock	19	BCDB633	6	9 MM		Active	\$409.00	
		Purchased: 9/1/2016		Date Assigned: 9/2/2016		Replace:	Last Service:		Next Service:			
No Notes Entered												
68 Total Handgun(s)											Total Value of Handgun'(s):	\$27,812.00

68 Total Firearms	1 Different Types	1 Different Brands	3 Different Models	2 Different Calibers
35 Different Locations Assigned	Total Value \$27,812.00			

Ammunition

Date: 11/21/16

TOTAL INVENTORY IN STOCK: **71400 rounds**

PURCHASE ORDER NO.	RECEIVED DATE	VENDOR	CALIBER	TYPE	UNIT	QTY	TOTAL ROUNDS	ON-HAND	VARIANCE
ADES17-146297	9/2/2016	San Diego Police Equipment	38SPL 125GR TMJ	Training	CASE (1000)	1	1000	1000	0
ADES17-146297	9/2/2016	San Diego Police Equipment	38SPL 125GR 15GR GDHP + P	Duty	CASE (1000)	1	1000	1000	0
ADES17-146288	9/2/2016	San Diego Police Equipment	9MM 115GR FMJ	Training	CASE (1000)	4	4000	1000	-3000
ADES17-146288	9/2/2016	San Diego Police Equipment	9MM 147GR HST JHP	Duty	CASE (1000)	1	1000	0	-1000
ADES17-148223	9/13/2016	San Diego Police Equipment	40CAL 180GR FMJ	Training	CASE (1000)	4	4000	0	-1000
ADES17-148222:0	9/23/2016	San Diego Police Equipment	40CAL 180GR FMJ	Training	CASE (1000)	16	16000	14550	-1050
ADES17-148222:0	9/23/2016	San Diego Police Equipment	40S&W 165GR HST JHP	Duty	CASE (1000)	5	5000	4000	-1000
ADESP014-067867:94	9/28/2016	San Diego Police Equipment	9MM 147GR JHP	Duty	CASE (1000)	9	9000	8100	-900
ADES17-150196	10/14/2016	Atomic Ammunition	40 S&W 180G HP	Training	BOX (250 ct)	40	10000	10000	0
ADES17-150196	10/14/2016	Atomic Ammunition	9MM 124G HP	Training	BOX (250 ct)	60	15000	15000	0
ADESP014-067867:94	10/17/2016	San Diego Police Equipment	9MM 115GR FMJ	Training	CASE (1000)	16	16000	16000	0

82000 70650 -10950

PSA USE 46000 42650 -3350

Caliber	Type	On-Hand	Purpose
38SPL 125GR TMJ	Training	1000	Non-Guard
40CAL 180GR FMJ	Training	14550	Non-Guard
40 S&W 180G HP	Training	10000	Non-Guard
9MM 124G HP	Training	15000	Guard
9MM 115GR FMJ	Training	17000	Guard
		57550	PSA STOCK 22000

Caliber	Type	On-Hand	Purpose
38SPL 125GR 15GR GDHP + P	Duty	1000	Non-Guard
40S&W 165GR HST JHP	Duty	4000	Non-Guard
9MM 147GR JHP	Duty	8100	Guard
		13100	PSA STOCK 8100

AMMUNITION INVENTORY

<u>CALIBER</u>	<u>PRACTICE</u>	<u>SERVICE</u>	<u>DATE/IN/OUT/REASON</u>
40	7036	1350	04-18-16 TOTAL 04-19-16, 400 prac out, night qual 04-19-16, 100 prac in, from Courtney 04-20-16, 250 prac in, from night qual
	6986		04-20-16 TOTAL 04-20-16, 150 prac in, from IG 04-21-16, 100 prac out, for LEOSA qual
	7036	1350	04-21-16 TOTAL
		150	05.13.16, prac out to James Jones
		150	08.25.16, prac, Buhrow
9		50	" , serv, Buhrow
		250	9.09.16, prac, out night shoot
		350	9.21.16, prac returned
	1784	350	04-18-16 TOTAL 04-19-16, 300 prac out, day/night qual 04-19-16, 50 serv out, Loftus 04-20-16, 150 prac in, from night qual
	1634	300	04-20-16 TOTAL
38		300	08.12.16, service to Charlie
		150	08.25.16, practice to Lynn
		100	9.01.16, practice returned
		200	9.09.16, practice out, night shoot
		150	9.21.16, practice returned
38	0	0	04-18-16 TOTAL 04-25-16, 500 serv in, Loftus budget
		500	04-25-16 TOTAL
	700		04.25.16, 700 prac in, Loftus budget 05.24.16, 200 prac out, IG
45	100	0	06.10.16, 150 pract out, IG 04-18-16 TOTAL

AMMUNITION INVENTORY

<u>CALIBER</u>	<u>PRACTICE</u>	<u>SERVICE</u>	<u>DATE/IN/OUT/REASON</u>
40	7036	1350	04-18-16 TOTAL 04-19-16, 400 prac out, night qual 04-19-16, 100 prac in, from Courtney 04-20-16, 250 prac in, from night qual
	6986		04-20-16 TOTAL 04-20-16, 150 prac in, from IG 04-21-16, 100 prac out, for LEOSA qual
	7036	1350	04-21-16 TOTAL 05-13-16, 150 prac out, Salas 08-25-16, 150 prac out, Buhrow 08-25-16, 50 serv out, Buhrow 09-09-16, 250 prac out, night qual
	6486	1300	09-21-16 TOTAL
9	1784	350	04-18-16 TOTAL 04-19-16, 300 prac out, day/night qual 04-19-16, 50 serv out, Loftus 04-20-16, 150 prac in, from night qual
	1634	300	04-20-16 TOTAL 08-10-16, 300 serv, Loftus 08-25-16, 50 prac, Howe 09-09-16, 50 prac, night qual
	1584	0	09-21-16 TOTAL 10.06.16, serv in from Loftus 10.06.16, serv to Howe
		300 50	
38	0	0	04-18-16 TOTAL 04-25-16, 500 serv in, Loftus budget
		500	04-25-16 TOTAL 04-25-16, 700 prac in, Loftus 05-04-16, 200 prac out, Internal Security 06-10-16, 150 prac out, IS
	350	500	09-21-16 TOTAL
45	100	0	04-18-16 TOTAL

APPENDIX 3

AZ DPS/AZ DES Approved Backup Handguns, Accessories and Modifications

- ~~All weapons and accessories must have a black, stainless steel, nickel or blued finish. Any other color must be approved through the chain of command.~~
- Any item not listed is not approved unless approved by the CLEO and Armorer.
- ~~All items must be installed by a department authorized armorer.~~
- ~~Weapon must be factory stock except for the approved items below.~~

Weapons:

Beretta:	Pico (.380) Nano (9mm)		Ruger:	SP101 (38 Special) (Barrel under 3") LCR (38 special) LCP (.380) LC380 (.380) LC9 (9mm)
Colt:	Detective (38 special) (Barrel under 3")		Sig Sauer:	P230/232 (.380) P290RS (9mm)
Diamondback:	DB380 (.380) DB9 (9mm)		S&W:	All J-Frame style (.38 special)
Glock:	42 (.380) 43 (9mm)		Kahr:	(Barrel under 3") Bodyguard (.380)
Heckler & Koch	USP 9mm .40 .45 (includes compact versions)		Taurus:	Series 80 or 600 (38 special) (Barrel under 3")
Kimber:	Solo (9mm)		Walther:	PPK (.380) PPS (9mm)

Sights: Standard sights, Night sights, fiber optic and TRU GLO Brite Site TFO

Magazine: Factory magazines, Grip extensions and +1 extensions

Grips: Any grips designed for the weapon

NOTE: All personally owned firearms must be inspected by FTU and transition training with qualification must be completed before the weapon may be carried on duty. At least one extra magazine (for semi-autos) or one rapid loading device (for revolvers) is required to

complete qualifications. Qualifications are conducted from the holster used to carry the weapon while on-duty. Back-up weapons must be carried concealed while on-duty.



ARIZONA DEPARTMENT OF PUBLIC SAFETY
INVENTORY CONTROL SUPPLEMENT

RECOVER 5301

PKG NO.	ITEM NO.	TO BE EXAM.	ITEMIZE, DESCRIBE, LIST ALL SERIAL NUMBERS OF EACH LISTING ONLY ONE ARTICLE PER LINE.	LOCATION FOUND	DATE	TIME	IF ASSET FORFEITURE
	3mag5		1-GLOCK 23 40 CAL 9N BC5R 831	CHARLES COFFUS ¹⁰⁻⁴²	11/23	1405	
	3mag5		1-GLOCK 19 9mm 9N BAG5831	SAFE		1415	
	3mag5		1-GLOCK 19 9mm 9N BAG5829	SAFE		1415	
	3mag5		1-GLOCK 19 9mm 9N BAG5828	SAFE		1416	
	3mag5		1-GLOCK 19 9mm 9N BBWW901	SAFE		1417	
	3mag5		1-GLOCK 19 9mm 9N BBWW903	SAFE		1418	
	3mag5		1-GLOCK 19 9mm 9N BAG5830	SAFE		1418	
	3mag5		1-GLOCK 19 9mm 9N BCHV856	SAFE		1419	
	3mag5		1-GLOCK 19 9mm 9N BCHV870	SAFE		1420	
	3mag5		1-GLOCK 19 9mm 9N BCHV871	SAFE		1420	
	3mag5		1-GLOCK 19 9mm 9N BCHV867	SAFE		1421	
	3mag5		1-GLOCK 19 9mm 9N BCHV873	SAFE		1422	
	3mag5		1-GLOCK 19 9mm 9N BAG5837	SAFE		1422	
	3mag5		1-GLOCK 19 9mm 9N BAG5852	SAFE		1423	
	3mag5		1-GLOCK 19 9mm 9N BAG5840	SAFE		1423	
	3mag5		1-GLOCK 19 9mm 9N BAG5836	SAFE		1424	
	3mag5		1-GLOCK 19 9mm 9N BAG5847	SAFE		1424	
	3mag5		1-S&W MP 38 CAL 9N BAG58 CYC8402	JAY ARCELBA ¹⁰⁻⁴²		1425	
	3mag5		1-S&W MP 40C 9N HAN0731	TIM JEFFREY ¹⁰⁻⁴²		1428	
	3mag5		1-BERETTA 9mm 9N NU130548	CLARK COLLIER ¹⁰⁻⁴²		1430	
	3mag5		1-GLOCK 19 9mm 9N BAG5843	SAFE		1433	
	3mag5		1-GLOCK 19 9mm 9N BAG5838	SAFE		1434	
	3mag5		1-GLOCK 19 9mm 9N BAG5844	SAFE		1434	
	3mag5		1-GLOCK 19 9mm 9N BAG5835	SAFE		1435	
	3mag5		1-GLOCK 19 9mm 9N BAG5841	SAFE		1435	
	3mag5		1-GLOCK 19 9mm 9N BAG5834	SAFE		1436	
	3mag5		1-GLOCK 19 9mm 9N BAG5842	SAFE		1436	
	3mag5		1-GLOCK 19 9mm 9N BAG5848	SAFE		1436	
	3mag5		1-GLOCK 19 9mm 9N BAG5850	SAFE		1437	
	3mag5		1-GLOCK 19 9mm 9N BAG5851	SAFE		1437	



ARIZONA DEPARTMENT OF PUBLIC SAFETY
INVENTORY CONTROL SUPPLEMENT

DR NUMBER: 2016-058674
PAGE: 2 of 2

SUBMITTING AGENCY FILE NUMBER

PKG NO.	ITEM NO.	TO BE EXAM.	ITEMIZE, DESCRIBE, LIST ALL SERIAL NUMBERS OF EACH LISTING ONLY ONE ARTICLE PER LINE.	LOCATION FOUND	DATE	TIME	IF ASSET FORFEITURE
	3mag5		1- GLOCK 19 9mm S/N B0G\$845	SAFE	11/23	1438	
	3mag5		1- GLOCK 19 9mm S/N BCHV874	SAFE		1439	
	3mag5		1- GLOCK 19 9mm S/N B0G\$846	SAFE		1440	
	3mag5		1- GLOCK 19 9mm S/N B0G\$803	SAFE		1440	
	3mag5		1- GLOCK 19 9mm S/N B0G\$849	SAFE		1440	
	3mag5		1- GLOCK 19 9mm S/N B3WJ900	SAFE		1441	
	3mag5		1- GLOCK 23 40 cal S/N BC\$R832	SAFE		1442	
<p>RECEIVED NO FORTHOD</p>							



ARIZONA DEPARTMENT OF PUBLIC SAFETY
INVENTORY CONTROL SUPPLEMENT

DR NUMBER 2016-058674 PAGE 1 of 1

DPS Evidence Use Only		SUBMITTING AGENCY FILE NUMBER					DPS Use Only	
PKG NO.	ITEM NO.	TO BE EXAM.	ITEMIZE, DESCRIBE, LIST ALL SERIAL NUMBERS OF EACH LISTING ONLY ONE ARTICLE PER LINE.	LOCATION FOUND	DATE	TIME	IF ASSET FORFEITURE	
	3mags		S&W MP40C S/N HPN0808	JA	11/23	1533		
	3mags		S&W MP40C S/N HPN0799	JA		1534		
	3mags		S&W MP40C S/N HPN0787	JA		1535		
	3mags		S&W MP40C S/N HPN0797	JA		1535		
	3mags		BERETTA S/N NU130543	JA		1536		
	3mags		S&W MP40C S/N HPN0486	JA		1538		
	3mags		S&W MP40C S/N HPN0802	JA		1539		
	3mags		S&W MP40C S/N HPN0782	JA		1540		
<p>REMOVED</p> <p>5301</p> <p>530</p>								
46								



ARIZONA DEPARTMENT OF PUBLIC SAFETY
INVENTORY CONTROL SUPPLEMENT

SUBMITTING AGENCY FILE NUMBER

INVENTORY BY #3760 / #5561

PKG NO.	ITEM NO.	TO BE EXAM.	ITEMIZE, DESCRIBE, LIST ALL SERIAL NUMBERS OF EACH LISTING ONLY ONE ARTICLE PER LINE.	LOCATION FOUND	DATE	TIME	IF ASSET FORFEITURE
40P	4	✓	CASES FEDERAL Ammo .40 / 180 gr (1000 ROUNDS)	4 th FLOOR			
9D	8	✓	CASES FEDERAL Ammo 9mm / 147 gr (1000 ROUNDS)				
40D	1	✓	CASE FEDERAL Ammo .40 / 165 gr (1000 ROUNDS)				
	6	✓	Box FEDERAL PREMIUM Ammo 9mm / 147 gr (50 ROUNDS)				
	20	✓	Box SPEER LAWMAN Ammo .38 / 125 gr (50 ROUNDS)				
	20	✓	Box SPEER GOLD DOT Ammo .38 SPECIAL / 125 gr (50 ROUNDS)				
	1	✓	Box SPEER GOLD DOT Ammo 9mm / 147 gr (50 ROUNDS)				
			* Ammo FROM WHITE SAFE ON 4 th FLOOR				
			And 5626 u/23/16				
			Nothing Follows				
			↓				



ARIZONA DEPARTMENT OF PUBLIC SAFETY
INVENTORY CONTROL SUPPLEMENT



SUBMITTING AGENCY FILE NUMBER

PKG NO.	ITEM NO.	TO BE EXAM.	ITEMIZE, DESCRIBE, LIST ALL SERIAL NUMBERS OF EACH LISTING ONLY ONE ARTICLE PER LINE.	LOCATION FOUND	DATE	TIME	IF ASSET FORFEITURE
	16	✓	CASE FEDERAL AMMO 9mm / 115 gr (1000 ROUNDS)	Basement			
	3	✓	CASE FEDERAL AMMO .40 S&W / 165 gr (1000 ROUNDS)	↓			
	15	✓	CASE FEDERAL AMMO .40 S&W / 180 gr (1000 ROUNDS)				
	8	✓	CASE ATOMIC AMMO 9mm 7x 250 ROUNDS				
	1	✓	CASE ATOMIC AMMO 9mm 4x 250 ROUNDS				
	5	✓	CASE ATOMIC AMMO .40 7x 250 ROUNDS				
	1	✓	CASE ATOMIC AMMO .40 5x 250 ROUNDS				
	~~~~~ 5626 11/23/16 NOTHING FOLLOWS ↓						



**ARIZONA DEPARTMENT OF PUBLIC SAFETY  
INVENTORY CONTROL SUPPLEMENT**

SUBMITTING AGENCY FILE NUMBER

PKG NO.	ITEM NO.	TO BE EXAM.	ITEMIZE, DESCRIBE, LIST ALL SERIAL NUMBERS OF EACH LISTING ONLY ONE ARTICLE PER LINE	LOCATION FOUND	DATE	TIME	DPS Use Only IF ASSET FORFEITURE
	7	✓	Box REMINGTON Ammo .38 SPECIAL / 130 gr	(50 ROUNDS) IA			
	20	✓	Box REMINGTON GOLDEN SABER .38 SPECIAL / 125 gr	(25 ROUNDS)			
	5	✓	Box FEDERAL PREMIUM Ammo 9mm LUGER / 147 gr	(50 ROUNDS)			
	4	✓	Box REMINGTON Ammo 9mm LUGER / 115 gr	(50 ROUNDS)			
	6	✓	Box REMINGTON Ammo 9mm LUGER / 124 gr	(50 ROUNDS)			
	10	✓	Box REMINGTON Ammo 9mm LUGER / 147 gr	(50 ROUNDS)			
	16	✓	Box LAW ENFORCEMENT G&D DOT .40 S&W / 165 gr	(50 ROUNDS)			
	10	✓	Box FEDERAL PREMIUM .40 S&W / 165 gr	(50 ROUNDS)			
	3	✓	Box SPEER LAWMAN RHT .40 S&W / 125 gr	(50 ROUNDS)			
	8	✓	Box SPEER LAWMAN .40 S&W / 180 gr	(50 ROUNDS)			
	9	✓	TRAYED - REMANUFACTURED .45	(50 ROUNDS)			
	10	✓	TRAYED - REMANUFACTURED .40	(50 ROUNDS)			
	3	✓	PLASTIC BAGS .40 AMMO				
	1	✓	MANILA ENVELOPE w/ (32 ROUNDS) .40 AMMO				
	1	✓	Box SPEER / 9mm REMANUFACTURED AMMO (36 ROUNDS)				
	1	✓	BLACK TRAY 9mm LUGER (43 ROUNDS)				
	1	✓	WHITE TRAY .40 AMMO (39 ROUNDS)				
	5	✓	CASE REMANUFACTURED .40 AMMO (1000 ROUNDS)				
			 5626 11/23/16 NOTICE FOLLOWS 				

**Arizona Department of Economic Security  
Office of Inspector General  
Equipment Inventory**

Name	Badge #	Make/Model	Serial Number	Date Issued	Date Turned In
Arcellana, Jay	N/A	S&W MP .40	HPN0797		03-14-2016
Arcellana, Jay	N/A	Beretta 9mm	NU130547		03-21-2016
Arcellana, Jay	N/A	.38	CYL8402		
Azbill, Terry	613	S&W MP .40	HPN0808		02-04-2016
Babros, Kristopher	645	S&W MP .40	HPN0487	09-04-2015	
Buhrow, Lauren	694	Glock 23	BCSR830	09-20-2016	
Collier, Clark	N/A	S&W MP .40	HPN0808	02-16-2016	03-10-2016
Collier, Clark	N/A	Beretta 9mm	NU130548	03-10-2016	
Contreras, Carlos	664	S&W MP .40	HPL9215	09-27-2016	
Corey, James	644	S&W MP .40	HPL9218	09-10-2015	
Dimbat, Charles	609	S&W MP .40	HPN0798	09-04-2015	
Doucet, Dale	615	S&W MP .40	HPN0489	09-09-2015	
Foldesh, Bill	554	S&W MP .40	HPN0484	09-03-2015	
Howe, Lynn	695	Beretta 9mm	NU130547	08-25-2016	
Jeffries, Tim		S&W MP .40	HPN0731	04-19-2016	
Loftus, Charles	684	Glock 43 9m	Personal gun		
Roberts, Mark	693				
Salas, Damas	688	S&W MP .40	HPN0796	03-16-2016	
Truett, Tim	670	S&W MP .40	HPN0801	11-03-2015	

**Equipment Not Issued, OIG/IA Safe**

Make/Model	Serial Number
S&W MP .40	HPN0486
S&W MP .40	HPN0782
S&W MP .40	HPN0787
S&W MP .40	HPN0797
S&W MP .40	HPN0799
S&W MP .40	HPN0802
S&W MP .40	HPN0808
Beretta 9mm	NU130543

# Firearms By Type

Type Of Firearm

**Handgun's**

Location Assigned	ID No.	Owned By	Trk No.	Dept No.	Brand	Model	Serial No.	Caliber	Vehicle	Status	Cost
Armory	Department		41		Glock	19	BBWW900 ✓	9 MM		Inactive	\$409.00
Armory	Not Entered		53		Glock	19	BDGS834 ✓	9 MM		Inactive	\$409.00
Armory	Department		33		Glock	19	BCHV870 ✓	9 MM		Inactive	\$409.00
Armory	Not Entered		50		Glock	19	BDGS831 ✓	9 MM		Inactive	\$409.00
Armory	Department		49		Glock	19	BDGS830 ✓	9 MM		Inactive	\$409.00
Armory	Not Entered		48		Glock	19	BDGS829 ✓	9 MM		Inactive	\$409.00
Armory	Department		47		Glock	19	BDGS828 ✓	9 MM		Inactive	\$409.00
Armory	Not Entered		55		Glock	19	BDGS836 ✓	9 MM		Inactive	\$409.00
Armory	Department		42		Glock	19	BBWW903 ✓	9 MM		Inactive	\$409.00
Armory	Not Entered		54		Glock	19	BDGS835 ✓	9 MM		Inactive	\$409.00
Armory	Department		40		Glock	19	BCHV871 ✓	9 MM		Inactive	\$409.00
Armory	Department		39		Glock	19	BCHV873 ✓	9 MM		Inactive	\$409.00
Armory	Department		29		Glock	19	BCHV856 ✓	9 MM		Inactive	\$409.00
Armory	Department		30		Glock	19	BCHV867 ✓	9 MM		Inactive	\$409.00
Armory	Department		31		Glock	19	BCHV874 ✓	9 MM		Inactive	\$409.00
Armory	Department		34		Glock	19	BBWW901 ✓	9 MM		Inactive	\$409.00
Armory	Department		43		Glock	23	BCSR832 ✓	40		Inactive	\$409.00
Armory	Department		63		Glock	19	BDGS844 ✓	9 MM		Inactive	\$409.00
Armory	Department		71		Glock	19	BDGS852 ✓	9 MM		Inactive	\$409.00
Armory	Department		70		Glock	19	BDGS851 ✓	9 MM		Inactive	\$409.00
Armory	Department		69		Glock	19	BDGS850 ✓	9 MM		Inactive	\$409.00
Armory	Department		68		Glock	19	BDGS849 ✓	9 MM		Inactive	\$409.00
Armory	Department		67		Glock	19	BDGS848 ✓	9 MM		Inactive	\$409.00

# Firearms By Type

Type Of Firearm

**Handgun's**

Location Assigned	ID No.	Owned By	Trk No.	Dept No.	Brand	Model	Serial No.	Caliber	Vehicle	Status	Cost
Armory	Department		66		Glock	19	BDGS847 ✓	9 MM		Inactive	\$409.00
Armory	Department		65		Glock	19	BDGS846 ✓	9 MM		Inactive	\$409.00
Armory	Not Entered		52		Glock	19	BDGS833 ✓	9 MM		Inactive	\$409.00
Armory	Department		64		Glock	19	BDGS845 ✓	9 MM		Inactive	\$409.00
Armory	Not Entered		56		Glock	19	BDGS837 ✓	9 MM		Inactive	\$409.00
Armory	Department		62		Glock	19	BDGS843 ✓	9 MM		Inactive	\$409.00
Armory	Department		61		Glock	19	BDGS842 ✓	9 MM		Inactive	\$409.00
Armory	Department		60		Glock	19	BDGS841 ✓	9 MM		Inactive	\$409.00
Armory	Department		59		Glock	19	BDGS840 ✓	9 MM		Inactive	\$409.00
Armory	Department		10		Glock	19	BCDB634	9 MM		Inactive	\$409.00
Armory	Department		57		Glock	19	BDGS838 ✓	9 MM		Inactive	\$409.00
Badilla, Sergio	Department		13		Glock	17	BCGZ217	9 MM		Active	\$409.00
Baldriche, Arthur	Department		26		Glock	17	BCGZ226	9 MM		Active	\$409.00
Bonadie, Carlyle	Department		17		Glock	17	BCGZ229	9 MM		Active	\$409.00
Buhrow, Lauren	Department		44		Glock	23	BCSR830	40		Active	\$409.00
Calkins, David	Department		38		Glock	19	BCHV865	9 MM		Active	\$409.00
Candelario, Gerardo	Department		36		Glock	19	BCHV855	9 MM		Active	\$409.00
Coburn, Stephen	Department		3		Glock	19	BCDB630	9 MM		Active	\$409.00
Correa, Manual	Department		19		Glock	17	BCGZ225	9 MM		Active	\$409.00
Cuellar, Paul	Department		35		Glock	19	BBWW907	9 MM		Active	\$409.00
Donnelly, James	Department		28		Glock	19	BCHV858	9 MM		Active	\$409.00
Flores, David	Department		37		Glock	19	BCHV866	9 MM		Active	\$409.00
Gonzales, Vicente	Department		8		Glock	19	BCDB627	9 MM		Active	\$409.00
Hampton, Desiree	Department		2		Glock	19	BCDB638	9 MM		Active	\$409.00

# Firearms By Type

Type Of Firearm

**Handgun's**

Location Assigned	ID No.	Owned By	Trk No.	Dept No.	Brand	Model	Serial No.	Caliber	Vehicle	Status	Cost	
Hill, John	Department		22		Glock	17	BCGZ224	9 MM		Active	\$409.00	
Ibrm, Johni	Not Entered		21		Glock	17	BCGZ216	9 MM		Active	\$409.00	
Johnson, James	Department		7		Glock	19	BCDB625	9 MM		Active	\$409.00	
Johnson, Jaron	Department		12		Glock	17	BCGZ218	9 MM		Active	\$409.00	
Jordan, Terrance	Department		18		Glock	17	BCGZ227	9 MM		Active	\$409.00	
Kelsh, Anthony	Department		15		Glock	17	BCGZ223	9 MM		Active	\$409.00	
King, Gregory	Department		16		Glock	17	BCGZ221	9 MM		Active	\$409.00	
LaBounty, Gary	Department		14		Glock	17	BCGZ215	9 MM		Active	\$409.00	
Loftus, Charles	Department		45		Glock	23	BCSR831	40		Active	\$409.00	
Martinez, Fernando	Department		4		Glock	19	BCDB631	9 MM		Active	\$409.00	
McCabe, Scott	Department		25		Glock	17	BCGZ228	9 MM		Active	\$409.00	
Nejo, Reynolds	Department		11		Glock	17	BCDB632	9 MM		Active	\$409.00	
Olney, Jon	Department		32		Glock	19	BCHV872	9 MM		Active	\$409.00	
Reynolds, Marcia	Department		20		Glock	17	BCGZ219	9 MM		Active	\$409.00	
Roberts, Mark	Department		51		Glock	19	BDGS832	9 MM		Active	\$409.00	
Roberts, Titus	Department		58		Glock	19	BDGS839	9 MM		Active	\$409.00	
Robertson, Warren	Department		74		Glock	19	BCDB639	9 MM		Active	\$409.00	
Speck, Michael	Department		23		Glock	17	BCGZ222	9 MM		Active	\$409.00	
Thompson, Thomas	Not Entered		24		Glock	17	BCGZ220	9 MM		Active	\$409.00	
Turner, Charles	Department		9		Glock	19	BCDB626	9 MM		Active	\$409.00	
Turner, Tamika	Department		6		Glock	19	BCDB633	9 MM		Active	\$409.00	
68	<b>Total Handgun(s)</b>											
										<b>Total Value of Handgun'(s):</b>		<b>\$27,812.00</b>

# Firearms By Type

68 Total Firearms	1 Different Types	1 Different Brands	3 Different Models	2 Different Calibers
35 Different Locations Assigned	Total Value \$27,812.00			



# ARIZONA STATE CONTRACT

## CONTRACT RELEASE

ProcureAZ Purchase Order No.: ADSP014-067867:56  
 Organizational Reference No.: PO0000059433  
 Issued: 12/16/2015

**RIOPZEV**  
 Vendor Number: 900008907  
 SAN DIEGO POLICE EQUIPMENT CO INC  
 8205-A Ronson Road  
 San Diego, CA 92111

Contract No.: ADSP014-067867  
 Title: OIG-AMMO

**RIOPZEV**  
 Arizona Department of Economic Security  
 OIG Special Operations  
 1789 W Jefferson St  
 1st Flr NE (MD 1751)  
 Phoenix, AZ 85007-3202  
 US  
 Email: OIGReceiving@azdes.gov  
 (602) 542-3340

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MAIL INVOICE IN DUPLICATE TO:  
 Arizona Department of Economic Security  
 DES Accounts Payable  
 PO Box 6123  
 Site Code 830A2  
 Phoenix, AZ 85005-6123  
 US  
 Email: AccountsPayable@azdes.gov  
 (602) 364-2350

Release Instructions  
 TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order are incorporated herein by reference and become a part of this order.

Solicitation (Bid) No.:				Payment Terms: Net 30 Shipping Terms: As Specified Delivery Calendar Day(s) A.R.O.: 180		
Item	Description	Requisition	Quantity	Unit	Unit Price	Total
1	Class-Item 680-04 Spear Gold Dot 40 S&W 165GR GDHP (Product code: CCI-53970) LN/FY/Account Code 1/16/2016--1785P10101--1785-DE2000- 2008-DE1N8-7472--7319-ACCTLN-- P101--SFY16-9100--P101--DEA	Dollar Amount \$ 394.33	1.00	CASE	\$ 373.42	\$ 394.33

**TOTAL: \$ 394.33**

Approved By: Esther De La Fuente  
 Phone No.: (602) 542-3364



**STATE OF ARIZONA  
PURCHASE ORDER TERMS AND CONDITIONS**

1. **Modification.** No modification of the purchase order shall bind Buyer unless Buyer agrees to the modification in writing.
2. **Packing and Shipping.** Seller shall be responsible for industry standard packing which conform to requirements of carriers' tariffs and ICC regulations. Containers must be clearly marked as to lot number, destination address and purchase order number.
3. **Title and Risk of Loss.** The title and risk of loss of the goods shall not pass to Buyer until Buyer actually received the goods at the point of delivery.
4. **Invoice and Payment.** A separate invoice shall be issued for each shipment. No invoice shall be issued prior to shipment of goods and no payment will be made prior to receipt of goods and correct invoice. Payment due dates, including discount periods, will be computed from date of receipt of goods or date of receipt of correct invoice (whichever is later) to date Buyer's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes. The Buyer's obligation is payable solely from funds appropriated for the purpose of acquiring the goods or services referred to in this Purchase Order.
5. **Inspection.** All goods are subject to final inspection and acceptance by Buyer. Material failing to meet the requirements of this Purchase Order will be held at Seller's risk and may be returned to Seller. If so returned, the cost of transportation, unpacking, inspection, repacking, reshipping or other like expenses are the responsibility of the Seller.
6. **No Replacement of Defective Tender.** Every tender of goods must fully comply with all provisions of Purchase Order as the time of delivery, quantity, quality and the like. If a tender is made which does not fully conform, it shall constitute a breach and Seller shall not have the right to substitute a conforming tender.
7. **Force Majeure.** Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or conditions of the Purchase Order are delayed or prevented by any cause not within the control of the party whose performance is interfered with and which, by the exercise of reasonable diligence, that party is unable to prevent.
8. **Gratuities.** The Buyer may, by written notice to the Seller, cancel this Purchase Order if it is found by Buyer that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of the State of Arizona with a view toward securing an order or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with the respect to the performing, of such order. In the event this Purchase Order is cancelled by Buyer pursuant to this provision, Buyer shall be entitled in addition to any other rights and remedies to recover or withhold from the Seller the amount of the gratuity.
9. **Warranties.** Seller warrants that all goods delivered under this Purchase Order will conform to the requirements of this Purchase Order (including all applicable descriptions, specifications, drawings and samples) will be free from defects in material and workmanship and will be free from defects in design and fill for the intended purposes. Any inspection or acceptance of the goods by Buyer shall not alter or affect the obligations of Seller or the right of Buyer under the foregoing warranties.
10. **Assignment – Delegation.** No right or interest in this Purchase Order shall be assigned by Seller without the written permission of Buyer, and no delegation of any duty of Seller shall be made without permission of Buyer.
11. **Interpretation – Parole Evidence.** This Purchase Order is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this Purchase Order. Acceptance or acquiescence in a course of performance rendered under this Purchase Order shall not be relevant to determine the meaning of this Purchase Order even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in the Purchase Order the definition contained in the Code is to control.
12. **Non-Discrimination.** Seller agrees not to discriminate against any employee or applicant for employment in violation of the terms of Federal Executive Order 11246, State Executive Order No. 2009-09 and A.R.S. Section 41-1461 et seq.
13. **Indemnity.** Seller agrees to indemnify and save the Buyer harmless from any loss, damage or expense whatsoever resulting to the Buyer from any and all claims and demands on account of infringement or alleged infringement of any patent in connection with the manufacture or use of any product included in this Purchase Order and upon written request Seller will defend at its own cost the expense any legal action or suit against the Buyer involving any such alleged patent infringement, and will pay and satisfy any and all judgments or decrees rendered in any against such legal actions or suits. Seller will indemnify Buyer against all claims for damages to person or property resulting from defects in materials or workmanship.
14. **Liens.** All goods delivered and labor performed under this Purchase Order shall be free of all liens, and if Buyer requests, a formal release of all liens will be delivered to Buyer.
15. **Contract Number.** If an Arizona contract number appears on the face of this Purchase Order, the terms of that contract are incorporated herein by this reference.
16. **Taxes.** The State of Arizona is exempt from Federal Excise Tax.
17. **Conflict of Interest.** Pursuant of A.R.S. Section 38-511 this Purchase Order is subject to cancellation by the Buyer if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state is, at any time while the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.
18. **Remedies and Applicable Law.** This Purchase Order shall be governed by, and Buyer and Seller shall have all remedies afforded each by, the Uniform Commercial Code as adopted in the State of Arizona except as otherwise provided in this Purchase Order or in statutes pertaining specifically to the State. This Purchase Order shall be governed by the law of the State of Arizona, and suits pertaining to this Purchase Order may be brought only in the courts of the State of Arizona.
19. **Arbitration.** The parties must use arbitration as required by A.R.S. Section 12-1518.



# SAN DIEGO POLICE EQUIPMENT CO. INC.

DATE: 12/03/15  
EXPIRES: 12/30/15  
TERMS: NET 30  
QUOTED BY: JEREMY STALEY

## QUOTE



TO: COURTNEY NOBBS	SHIP TO:
AGENCY: AZ DEPT OF ECONOMIC SECURITY	ATTN:
PHONE: 602-542-9493	
FAX:	PO / REF#:
EMAIL: CNOBBS@AZ.DES.GOV	AUTH BY:

TO PROCEED WITH ORDER AS QUOTED, PLEASE PROVIDE SHIPPING INFORMATION AND SIGN FORM

QTY	UNIT	PRODUCT CODE	DESCRIPTION	ETA	UNIT PRICE	EXT. PRICE
1	CS/1000	CCI-S3970 **	SPEER GOLD DOT 40S&W 165GR GDHP	2-4 Months	\$373.42	\$373.42
			** PRICING PER AZ STATE CONTRACT# ADSP014-067867			

NOTES: FOR DEPARTMENT PURCHASE ONLY	SUBTOTAL:	\$373.42
We do not collect sales tax for the State of Arizona, please pay any tax due directly to the State.	TAX%:	SEE NOTE
No freight charge for drop shipment from factory, unless lift gate service or inside delivery is required.	FREIGHT:	\$0.00
	TOTAL:	\$373.42

ALL ORDERS MUST BE SUBMITTED IN WRITING

San Diego Police Equipment Co. Inc., 8205-A Ronson Road, San Diego CA 92111  
 Phone: (858)974-8500 Toll Free: (800)367-8989 Fax: (858)974-8530  
 E-mail: Sales@Sandiegopoliceequipment.com

# ARIZONA STATE CONTRACT PURCHASE ORDER

Purchase Order No.: ADES16-128417  
Organizational Reference No.: PO0000092237  
Issued: 03/25/2016

<b>PROFORCE</b>	Vendor Number: 000001537 PROFORCE MARKETING INC 3009 N Highway 89 Prescott, AZ 86301
-----------------	-----------------------------------------------------------------------------------------------

<b>ARIZONA</b>	Arizona Department of Economic Security OIG Inspector General 1789 W Jefferson St 1st Floor NE (MD 1711)) Phoenix, AZ 85007-3202 US Email: OIGReceiving@azdes.gov  (602) 542-3340
<b>MAIL INVOICE</b>	MAIL INVOICE IN DUPLICATE TO: Arizona Department of Economic Security DES Accounts Payable PO Box 6123 Site Code 830A2 Phoenix, AZ 85005-6123 US Email: AccountsPayable@azdes.gov  (602) 364-2350

Title: Ammo OIG

The following documents make up the Contract and are incorporated herein by reference.

PO T and Cs rev 1-10-11  
ProForce Billing Edit List_166 OIG.pdf  
ProForce FET Form - Federal OIG.pdf

**Open Market Instructions**

TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order are incorporated herein by reference and become a part of this order.

Solicitation (Bid) No.:					Payment Terms:									
					Shipping Terms:									
					Delivery Calendar Day(s) A.R.O.: 0									
Item	Class-Item	Requisition	Quantity	Unit	Unit Price	Total								
1	Class-Item 680-04  (ITEM#L9MM9) REM UMC CART 9MM 147GR MC 50RD/BX 10BX/CS (23732)  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">LN/FY/Account Code</td> <td style="width: 40%;">Dollar Amount</td> </tr> <tr> <td>1/16/2016--1785P10101--1785--DE2000-</td> <td style="text-align: right;">\$ 201.96</td> </tr> <tr> <td>2008-DE1N8-7381--7579-ACCTLN--</td> <td></td> </tr> <tr> <td>P101--SFY16-9100--P101--DEA</td> <td></td> </tr> </table>	LN/FY/Account Code	Dollar Amount	1/16/2016--1785P10101--1785--DE2000-	\$ 201.96	2008-DE1N8-7381--7579-ACCTLN--		P101--SFY16-9100--P101--DEA			10.00	EA	\$ 18.99	\$ 201.96
LN/FY/Account Code	Dollar Amount													
1/16/2016--1785P10101--1785--DE2000-	\$ 201.96													
2008-DE1N8-7381--7579-ACCTLN--														
P101--SFY16-9100--P101--DEA														
2	Class-Item 680-04  (ITEM #L9MM3) REM UMC CART 9MM 115GR MC 50RD/BX 10BX/CS  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">LN/FY/Account Code</td> <td style="width: 40%;">Dollar Amount</td> </tr> <tr> <td>2/16/2016--1785P10101--1785--DE2000-</td> <td style="text-align: right;">\$ 60.58</td> </tr> <tr> <td>2008-DE1N8-7381--7579-ACCTLN--</td> <td></td> </tr> <tr> <td>P101--SFY16-9100--P101--DEA</td> <td></td> </tr> </table>	LN/FY/Account Code	Dollar Amount	2/16/2016--1785P10101--1785--DE2000-	\$ 60.58	2008-DE1N8-7381--7579-ACCTLN--		P101--SFY16-9100--P101--DEA			4.00	EA	\$ 14.24	\$ 60.58
LN/FY/Account Code	Dollar Amount													
2/16/2016--1785P10101--1785--DE2000-	\$ 60.58													
2008-DE1N8-7381--7579-ACCTLN--														
P101--SFY16-9100--P101--DEA														

# ARIZONA STATE CONTRACT PURCHASE ORDER

3	Class-Item 680-04  (ITEM#L9MM2) REM UMC CART 9MM 124 GR MC 50RD/BX 10BX/CS  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">LN/FY/Account Code</td> <td style="width: 20%; text-align: right;">Dollar Amount</td> </tr> <tr> <td>3/16/2016-1785P10101-1785-DE2000- 2008-DE1N8-7381-7579-ACCTLN- P101-SFY16-9100-P101-DEA</td> <td style="text-align: right; vertical-align: bottom;">\$ 121.18</td> </tr> </table>	LN/FY/Account Code	Dollar Amount	3/16/2016-1785P10101-1785-DE2000- 2008-DE1N8-7381-7579-ACCTLN- P101-SFY16-9100-P101-DEA	\$ 121.18	6.00	EA	\$ 18.99	\$ 121.18
LN/FY/Account Code	Dollar Amount								
3/16/2016-1785P10101-1785-DE2000- 2008-DE1N8-7381-7579-ACCTLN- P101-SFY16-9100-P101-DEA	\$ 121.18								
4	Class-Item 680-04  (ITEM#L38S11) REM UMC 38 130 GR MC 50RDS/BX 10BX/CS  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">LN/FY/Account Code</td> <td style="width: 20%; text-align: right;">Dollar Amount</td> </tr> <tr> <td>4/16/2016-1785P10101-1785-DE2000- 2008-DE1N8-7381-7579-ACCTLN- P101-SFY16-9100-P101-DEA</td> <td style="text-align: right; vertical-align: bottom;">\$ 201.96</td> </tr> </table>	LN/FY/Account Code	Dollar Amount	4/16/2016-1785P10101-1785-DE2000- 2008-DE1N8-7381-7579-ACCTLN- P101-SFY16-9100-P101-DEA	\$ 201.96	10.00	EA	\$ 18.99	\$ 201.96
LN/FY/Account Code	Dollar Amount								
4/16/2016-1785P10101-1785-DE2000- 2008-DE1N8-7381-7579-ACCTLN- P101-SFY16-9100-P101-DEA	\$ 201.96								

**TOTAL:           \$ 585.68**

Approved By: Cynthia Pullen  
 Phone No.: (602) 542-2456



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 December 2, 2016 11:41:29 AM MST

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Quick Buy  Find It

Ernie Sombra

**Open Market Purchase Order ADES16-128417**

Status: 3PCO - Closed

[General](#) | 
 [Items](#) | 
 [Vendor](#) | 
 [Address](#) | 
 [Accounting](#) | 
 [Routing](#) | 
 [Attachments\(3\)](#) | 
 [Notes](#) | 
 [Change Orders](#) | 
 [Reminders](#) | 
 [Summary](#)

- System Warning(s)
- Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2408)
  - Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
  - Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
  - Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
  - Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
  - Transaction Successful with the following warning: Total \$ Processed 1 / Failed 0 / Succeeded 1
  - Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
  - Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
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  - Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
  - Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2404)
  - Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2408)

Header Information

<b>Purchase Order Number:</b>	ADES16-128417	<b>Release Number:</b>	0	<b>Short Description:</b>	Arms SIG
<b>Status:</b>	3PCO - Closed	<b>Purchaser:</b>	Cynthia Pullen	<b>Receipt Method:</b>	Quantity
<b>Fiscal Year:</b>	2016	<b>PO Type:</b>	Open Market	<b>Minor Status:</b>	
<b>Organization:</b>	Arizona Department of Economic Security	<b>Location:</b>	1710 - Office of the Inspector General	<b>Type Code:</b>	
<b>Department:</b>	DEA1700 - DES Office of the Inspector General	<b>Entered Date:</b>	03/22/2016 03:21:47 PM	<b>Control Code:</b>	
<b>Alternate ID:</b>	PO0000082237	<b>Retainage %:</b>	0.00%	<b>Discount %:</b>	0.00%
<b>Days ARO:</b>	0	<b>Printed Date:</b>		<b>Print Dest Detail:</b>	NDifferent
<b>Required By Date:</b>	03/22/2016	<b>Tax Rate:</b>		<b>Actual Cost:</b>	\$385.88
<b>Card Enabled:</b>	No				
<b>Contact Instructions:</b>	Contact Esther De La Fuente at (502)616-1700				
<b>Invoice Method:</b>	Three Way Match				
<b>Print Format:</b>					
<b>Ship-to Address:</b>	OIG Inspector General 1768 W Jefferson St 1st Floor NE (4th 1711) Phoenix, AZ 85007-3202 US Email: OIGReceiving@ades.gov Phone: (502)642-3340	<b>Bill-to Address:</b>	DES Accounts Payable PO Box 6123 Site Code 830A2 Phoenix, AZ 85005-6123 US Email: AccountsPayable@ades.gov Phone: (502)364-2350		

Master Blanket/Contract End Date (Maximum):

Project No.:

Special Purchase Types:

PJ NUMBER:

Commodity Reference Id: RQ0000128502

PO External Doc Type: None

Attachments

Agency Files: [PO T and S Law 1-16-11](#), [ProForce Billing F4R1 List 168 QIG.pdf](#), [ProForce FET Form - Federal QIG.pdf](#)

Agency Forms:

Vendor Files:

Vendor Forms:

Primary Vendor Information & PO Terms

Vendor: **89009115Z - PROFORCE MARKETING INC** Preferred Delivery Method: Email

Remit-to Address: Mike Massimo, ProForce Law Enforcement, 3008 N. Highway 83, Prescott, AZ 86301, US, Email: sales@proforceonline.com, Phone: (828)776-7182, FAX: (502)445-3488, Website: proforceonline.com, Preferred Delivery Method: Email, PO Number: P0001, US, Email: sales@proforceonline.com, Phone: (800)367-4855, FAX: (828)445-3488, Id: 7567, Alternate Id: P0001

Shipping Method:   
 Freight Terms:

PO Mailing Address:

PO Acknowledgements:

Document	Notifications	Acknowledged Date/Time
Purchase Order	Emailed to sales@proforceonline.com at 03/25/2016 03:42:34 PM	03/25/2016 04:18:08 PM

Receipt Information PO Receipts Summary

Receipt #	Status	Description	Desp Log	Request Owner	Entered Date
0592325	SCA - Approved for Invoice	PROFORNCE INV258789 OIG	DEA17001710	Esther De La Fuente	03/23/2016

Invoice Information

Invoice #	Status	Description	Vendor Group	Invoice Amount	Vendor	Invoice Date
25719	4/P - Paid	CUST 033180	01	\$595.08	000001537	03/23/2016

Item Information ⊟

Show 25 entries

Item Information

Item # 1 : (ITEM#LSMM9) REM UMC CART 9MM 147GR MC 50RDBX 100X/CS JPCO - Closed

NCP Class: 680-04  
Ammunition

Child Req # / Child Req Item #: ACE316-00404411 / 1

Receipt Method	Qty	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
Quantity	10.0000	\$18.9900	\$18.9900	EA - Each	0.00%	\$0.00	8.35%	\$12.06	\$0.00	\$201.96

Manufacturer: _____ Brand: _____ Model: _____  
 Make: _____ Packaging: _____  
 Property Number: _____

Account Code	Amount
2018-1785P10101-1785-0E2000-2008-DE1N8-7381-7579-ACCTLN-P101-SFY16-8100-P101-DEA	\$201.96

Item # 2 : (ITEM#LSMM3) REM UMC CART 9MM 115GR MC 50RDBX 100X/CS JPCO - Closed

NCP Class: 680-04  
Ammunition

Child Req # / Child Req Item #: ADP316-00404457 / 2

Receipt Method	Qty	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
Quantity	4.0000	\$14.2400	\$14.2400	EA - Each	0.00%	\$0.00	6.35%	\$3.62	\$0.00	\$60.58

Manufacturer: _____ Brand: _____ Model: _____  
 Make: _____ Packaging: _____  
 Property Number: _____

Account Code	Amount
2018-1785P10101-1785-0E2000-2008-DE1N8-7381-7579-ACCTLN-P101-SFY16-8100-P101-DEA	\$60.58

Item # 3 : (ITEM#LSMM2) REM UMC CART 9MM 124 GR MC 50RDBX 100X/CS JPCO - Closed

NCP Class: 680-04  
Ammunition

Child Req # / Child Req Item #: ADP316-00404452 / 3

Receipt Method	Qty	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
Quantity	6.0000	\$18.9900	\$18.9900	EA - Each	0.00%	\$0.00	8.35%	\$7.24	\$0.00	\$121.18

Manufacturer: _____ Brand: _____ Model: _____  
 Make: _____ Packaging: _____  
 Property Number: _____

Account Code	Amount
2018-1785P10101-1785-0E2000-2008-DE1N8-7381-7579-ACCTLN-P101-SFY16-8100-P101-DEA	\$121.18

Item # 4 : (ITEM#LSM11) REM UMC 38 130 GR MC 50RDBX 100X/CS JPCO - Closed

NCP Class: 680-04  
Ammunition

Child Req # / Child Req Item #: ADP316-00404453 / 4

Receipt Method	Qty	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
Quantity	10.0000	\$18.9900	\$18.9900	EA - Each	0.00%	\$0.00	8.35%	\$12.06	\$0.00	\$201.96

Manufacturer: _____ Brand: _____ Model: _____  
 Make: _____ Packaging: _____  
 Property Number: _____

Account Code	Amount
2018-1785P10101-1785-0E2000-2008-DE1N8-7381-7579-ACCTLN-P101-SFY16-8100-P101-DEA	\$201.96

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

Approval Path:



There are no approval paths found for this purchase order.

Print

Print Vendor Copy

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STATE OF ARIZONA  
PURCHASE ORDER TERMS AND CONDITIONS

1. **Modification.** No modification of the purchase order shall bind Buyer unless Buyer agrees to the modification in writing.
2. **Packing and Shipping.** Seller shall be responsible for industry standard packing which conform to requirements of carriers' tariffs and ICC regulations. Containers must be clearly marked as to lot number, destination address and purchase order number.
3. **Title and Risk of Loss.** The title and risk of loss of the goods shall not pass to Buyer until Buyer actually received the goods at the point of delivery.
4. **Invoice and Payment.** A separate invoice shall be issued for each shipment. No invoice shall be issued prior to shipment of goods and no payment will be made prior to receipt of goods and correct invoice. Payment due dates, including discount periods, will be computed from date of receipt of goods or date of receipt of correct invoice (whichever is later) to date Buyer's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes. The Buyer's obligation is payable solely from funds appropriated for the purpose of acquiring the goods or services referred to in this Purchase Order.
5. **Inspection.** All goods are subject to final inspection and acceptance by Buyer. Material failing to meet the requirements of this Purchase Order will be held at Seller's risk and may be returned to Seller. If so returned, the cost of transportation, unpacking, inspection, repacking, reshipping or other like expenses are the responsibility of the Seller.
6. **No Replacement of Defective Tender.** Every tender of goods must fully comply with all provisions of Purchase Order as the time of delivery, quantity, quality and the like. If a tender is made which does not fully conform, it shall constitute a breach and Seller shall not have the right to substitute a conforming tender.
7. **Force Majeure.** Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or conditions of the Purchase Order are delayed or prevented by any cause not within the control of the party whose performance is interfered with and which, by the exercise of reasonable diligence, that party is unable to prevent.
8. **Gratuities.** The Buyer may, by written notice to the Seller, cancel this Purchase Order if it is found by Buyer that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of the State of Arizona with a view toward securing an order or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with the respect to the performing, of such order. In the event this Purchase Order is cancelled by Buyer pursuant to this provision, Buyer shall be entitled in addition to any other rights and remedies to recover or withhold from the Seller the amount of the gratuity.
9. **Warranties.** Seller warrants that all goods delivered under this Purchase Order will conform to the requirements of this Purchase Order (including all applicable descriptions, specifications, drawings and samples) will be free from defects in material and workmanship and will be free from defects in design and fill for the intended purposes. Any inspection or acceptance of the goods by Buyer shall not alter or affect the obligations of Seller or the right of Buyer under the foregoing warranties.
10. **Assignment – Delegation.** No right or interest in this Purchase Order shall be assigned by Seller without the written permission of Buyer, and no delegation of any duty of Seller shall be made without permission of Buyer.
11. **Interpretation – Parole Evidence.** This Purchase Order is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this Purchase Order. Acceptance or acquiescence in a course of performance rendered under this Purchase Order shall not be relevant to determine the meaning of this Purchase Order even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in the Purchase Order the definition contained in the Code is to control.
12. **Non-Discrimination.** Seller agrees not to discriminate against any employee or applicant for employment in violation of the terms of Federal Executive Order 11246, State Executive Order No. 2009-09 and A.R.S. Section 41-1461 et seq.
13. **Indemnity.** Seller agrees to indemnify and save the Buyer harmless from any loss, damage or expense whatsoever resulting to the Buyer from any and all claims and demands on account of infringement or alleged infringement of any patent in connection with the manufacture or use of any product included in this Purchase Order and upon written request Seller will defend at its own cost the expense any legal action or suit against the Buyer involving any such alleged patent infringement, and will pay and satisfy any and all judgments or decrees rendered in any against such legal actions or suits. Seller will indemnify Buyer against all claims for damages to person or property resulting from defects in materials or workmanship.
14. **Liens.** All goods delivered and labor performed under this Purchase Order shall be free of all liens, and if Buyer requests, a formal release of all liens will be delivered to Buyer.
15. **Contract Number.** If an Arizona contract number appears on the face of this Purchase Order, the terms of that contract are incorporated herein by this reference.
16. **Taxes.** The State of Arizona is exempt from Federal Excise Tax.
17. **Conflict of Interest.** Pursuant of A.R.S. Section 38-511 this Purchase Order is subject to cancellation by the Buyer if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state is, at any time while the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.
18. **Remedies and Applicable Law.** This Purchase Order shall be governed by, and Buyer and Seller shall have all remedies afforded each by, the Uniform Commercial Code as adopted in the State of Arizona except as otherwise provided in this Purchase Order or in statutes pertaining specifically to the State. This Purchase Order shall be governed by the law of the State of Arizona, and suits pertaining to this Purchase Order may be brought only in the courts of the State of Arizona.
19. **Arbitration.** The parties must use arbitration as required by A.R.S. Section 12-1518.

B I L L I N G E D I T L I S T

Order No: 363319	Customer No: *99999	Ship-To No:	Shipping Instructions
Order Type: Invoice	SALES DESK	SALES DESK	
44734 : NA	655 NORTH BERRY STREET SUITE H	655 NORTH BERRY STREET SUITE H	
Loc: A AZ MAIN WHESE	*****	*****	
	BREA CA 92821	BREA CA 92821	

Ord-Date	Ent-Date	Apply-To	Cust-Po-No	---Ship Via---	Ship-Date	Frnt-Cod	-----Terms-----	Slsman	Pct-Comm	Disc-Pct	Tax-Pct2	Tax-Pct3
03/22/16	03/22/16		*****	FL-Letter/Lesst	03/19/25		DUE NET 30 DAYS	119	58.60			
								110	58.60	6.3500		

Qty-Crd	Qty-B/O	Item-No	Description	Um	Unit	Disc	Extended	Unit	Margins
Qty-Ship	Qty-Req			Prd	Price	Pct	Price	Cost	
10		18029	REM UMC CART 9MM 147CP MC	EA	18.9900	.00	189.90	N/A	N/A
10			500 50RD/EA 10RM/CS (23"3P)	PCS					
4		18029	REM UMC CART 9MM 118CP MC	EA	14.2400	.00	56.96	N/A	N/A
4			200 50RD/EA 10RM/CS	PCS					
6		18029	REM UMC CART 9MM 124CP MC	EA	18.9900	.00	113.94	N/A	N/A
6			300 50RD/EA 10RM/CS	PCS					
10		18029	REM UMC 9: 130CP MC	EA	18.9900	.00	189.90	N/A	N/A
10			500 50RD/EA 10RM/CS	PCS					

Invoice Summary

Comm Pct: .00	Net Paid: .00	Sale Amt: 650.70	Margins: N/A
Comm Amt: .00	Disc Allow: .00	Misc Chg: .00	
Weight: 43.43	Total Cr: .00	Freight: .00	
	Check No:	Sales Tax: 34.97	
	Cash Recd:	Total: 585.67	

**DEPARTMENT OF THE TREASURY**  
**ALCOHOL AND TOBACCO TAX AND TRADE BUREAU**  
**EXEMPTION CERTIFICATE (USE BY STATE OR LOCAL GOVERNMENTS)**  
*(For use by State and local governments (section 4221(a)(4) of the Internal Revenue Code).)*

MARCH 22ND, 2016 I hereby certify that I am _____  
*(Month & Day)* *(Title of Officer)*

of STATE OF ARIZONA; that I am authorized to execute this certificate; and that  
*(State or local government)*

*(check applicable type of certificate):*

- The article or articles specified in the accompanying order, or on the reverse side hereof, (or)  
 All orders placed by the purchaser for the period commencing _____ and ending _____,  
*(Date)* *(Date)*  
*(period not to exceed 12 calendar quarters)*

are, or will be, purchased from REMINGTON for the  
*(Name of manufacturer)*

exclusive use of THE DEPARTMENT OF ECONOMIC SECURITY  
*(Governmental unit)*

of STATE OF ARIZONA  
*(State or local government)*

I understand that the exemption from tax in the case of sales of articles under this exemption certificate to a State, etc., is limited to the sale of articles purchased for its exclusive use¹. I understand that fraudulent use of this certificate for the purpose of securing this exemption will subject me and all parties making such fraudulent use of this certificate to all applicable criminal penalties under the Internal Revenue Code.

SIGNATURE

PRINTED NAME

ADDRESS

¹ A sale of an article to a State or local government for resale is not considered to be a sale for the "exclusive use" of the State or local government, within the meaning of section 4221(a)(4) of the code, and, therefore, such sales may not be made tax-free. Such sales may not be made tax-free even if the resales are made to government employees, or the article is an item of equipment the employee is required to possess in carrying out his duties.

**PAPERWORK REDUCTION ACT NOTICE**

This request is in accordance with the Paperwork Reduction Act of 1995. In some cases, persons who sell firearms or ammunition tax-free use specific exemption certificates to support the tax-free sales. This form contains all required information for a properly executed certificate. This is being provided to promote uniformity among excise taxpayers and eliminate the need for taxpayers to design their own certificates. The information requested is required by Title 27, Code of Federal Regulations, Part 53.

We estimate the average burden associated with this collection of information is 45 minutes per respondent or recordkeeper, depending on your individual circumstances. Address your comments concerning the accuracy of this burden estimate and suggestions to reduce this burden to: Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, Washington, DC 20220.

TTB may not conduct or sponsor and you are not required to respond to, a collection of information unless it displays a current, valid OMB control number.

# ARIZONA STATE CONTRACT PURCHASE ORDER

Purchase Order No.: ADES16-131205  
Organizational Reference No.: PO0000101639  
Issued: 04/20/2016

ARIZONA	Vendor Number: 000001537 PROFORCE MARKETING INC 3009 N Highway 89 Prescott, AZ 86301
---------	-----------------------------------------------------------------------------------------------

Title: Ammo for Jay

The following documents make up the Contract and are incorporated herein by reference.

PO T and Cs rev 1-10-11  
ProForce Quote 306474

ARIZONA	Arizona Department of Economic Security OIG Special Operations 1789 W Jefferson St 1st Flr NE (MD 1751) Phoenix, AZ 85007-3202 US Email: OIGReceiving@azdes.gov  (602) 542-3340
ARIZONA	MAIL INVOICE IN DUPLICATE TO: Arizona Department of Economic Security OIG Special Operations 1789 W Jefferson St 1st Flr NE (MD 1751) Phoenix, AZ 85007-3202 US Email: OIGReceiving@azdes.gov  (602) 542-3340

Open Market Instructions  TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order are incorporated herein by reference and become a part of this order.
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Solicitation (Bid) No.:				Payment Terms: Shipping Terms: Delivery Calendar Day(s) A.R.O.: 0		
Item	Class-Item	Requisition	Quantity	Unit	Unit Price	Total
1	Class-Item 680-04  L38S11 REM UMC 38 130GR MC 50RDS / BX 10BX / CS  LN/FY/Account Code 1/16/2016-1711P10101-1711-DE2000- 2006-DE1N8-7381-7579-ACCTLN- P101-SFY16-9100-P101-DEA	Dollar Amount \$ 282.74	14.00	EA	\$ 18.99	\$ 282.74

# ARIZONA STATE CONTRACT PURCHASE ORDER

2	Class-Item 680-04  GS38SB REM G/SABER 38+P 125GR BJHP 25RD / BX 20BX / CS	20.00	EA	\$ 19.99	\$ 425.19				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>LN/FY/Account Code</b></td> <td style="width: 30%; text-align: right;"><b>Dollar Amount</b></td> </tr> <tr> <td>2/16/2016--1711P10101--1711--DE2000- 2006-DE1N8-7381--7579-ACCTLN-- P101--SFY16-9100--P101--DEA</td> <td style="text-align: right; vertical-align: bottom;">\$ 425.19</td> </tr> </table>	<b>LN/FY/Account Code</b>	<b>Dollar Amount</b>	2/16/2016--1711P10101--1711--DE2000- 2006-DE1N8-7381--7579-ACCTLN-- P101--SFY16-9100--P101--DEA	\$ 425.19				
<b>LN/FY/Account Code</b>	<b>Dollar Amount</b>								
2/16/2016--1711P10101--1711--DE2000- 2006-DE1N8-7381--7579-ACCTLN-- P101--SFY16-9100--P101--DEA	\$ 425.19								
3	Class-Item 963-79  Handling	1.00	EA	\$ 19.95	\$ 19.95				
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"><b>LN/FY/Account Code</b></td> <td style="width: 30%; text-align: right;"><b>Dollar Amount</b></td> </tr> <tr> <td>3/16/2016--1711P10101--1711--DE2000- 2006-DE1N8-7381--7579-ACCTLN-- P101--SFY16-9100--P101--DEA</td> <td style="text-align: right; vertical-align: bottom;">\$ 19.95</td> </tr> </table>	<b>LN/FY/Account Code</b>	<b>Dollar Amount</b>	3/16/2016--1711P10101--1711--DE2000- 2006-DE1N8-7381--7579-ACCTLN-- P101--SFY16-9100--P101--DEA	\$ 19.95				
<b>LN/FY/Account Code</b>	<b>Dollar Amount</b>								
3/16/2016--1711P10101--1711--DE2000- 2006-DE1N8-7381--7579-ACCTLN-- P101--SFY16-9100--P101--DEA	\$ 19.95								

**TOTAL:           \$ 727.88**

Approved By: Tom Caisse  
 Phone No.: (602) 542-4858



NIGP Code Browse | My Account | Customer Service | About

Current Organization: Arizona Department of Economic Security

December 2, 2016 12:10:10 PM MST



Home Items Documents Vendors

Quick Buy [input] Find It

Emilia Sombrio

Open Market Purchase Order ADES16-131205

Status: 3PCR - Complete Receipt

General Items Vendor Address Accounting Routing Attachments(2) Notes(1) Change Orders(1) Reminders Summary

- System Warning(s)
- Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
  - Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
  - Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
  - Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2408)
  - Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2408)
  - Transaction Successful with the following warning: Total # Processed 1 :Failed 0 :Succeeded 1
  - Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2408)
  - Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
  - Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)

Header Information

<b>Purchase Order Number:</b>	ADES16-131205	<b>Release Number:</b>	0	<b>Short Description:</b>	Ammo for Jay
<b>Status:</b>	3PCR - Complete Receipt	<b>Purchaser:</b>	Tom Caisse	<b>Receipt Method:</b>	Quantity
<b>Fiscal Year:</b>	2016	<b>PO Type:</b>	Open Market	<b>Minor Status:</b>	
<b>Organization:</b>	Arizona Department of Economic Security	<b>Location:</b>	1750 - DIG Special Operations	<b>Type Code:</b>	
<b>Department:</b>	DEA1700 - DES Office of the Inspector General	<b>Entered Date:</b>	04/18/2016 09:27:33 AM	<b>Control Code:</b>	
<b>Alternate ID:</b>	PO0000101839	<b>Retainage %:</b>	0.00%	<b>Discount %:</b>	0.00%
<b>Days ARO:</b>	0	<b>Promised Date:</b>		<b>Print Dest Detail:</b>	If Different
<b>Required By Date:</b>	04/18/2016	<b>Tax Rate:</b>		<b>Actual Cost:</b>	\$727.88
<b>Pcard Enabled:</b>	No				
<b>Contact Instructions:</b>	Contact Renee Chavez-Tyoran at (602)542-9346				
<b>Invoice Method:</b>	Three Way Match				
<b>Print Format:</b>					
<b>Ship-to Address:</b>	OIG Special Operations 1789 W Jefferson St 1st Flr NE (MD 1751) Phoenix, AZ 85007-3202 US Email: OIGReceiving@azdes.gov Phone: (602)542-3340	<b>Bill-to Address:</b>	OIG Special Operations 1789 W Jefferson St 1st Flr NE (MD 1751) Phoenix, AZ 85007-3202 US Email: OIGReceiving@azdes.gov Phone: (602)542-3340		

Master Blanket/Contract End Date (Maximum):

Project No.:

Special Purchase Types:

PIJ NUMBER:

Commodity Reference Id: RQ0000140929

PO External Doc Type: None

Attachments

Agency Files: PO T and Cs rev 1-10-11, ProForce Quote 308474

Agency Forms:

Vendor Files:

Vendor Forms:

Notes: Requisition disapproved because vendor was not selected as recommended on the vendor tab. OP to make correction and resubmit for approval.

Primary Vendor Information & PO Terms

Vendor: 000001537 - PROFORCE MARKETING INC Preferred Delivery Method: Email

Remit-to Address: Mike Massimo ProForce Law Enforcement 3009 N. Highway 89 Prescott, AZ 86301 US Payment Terms: Shipping Method: Shipping Terms: Freight Terms:

PO Mailing Address: Email: sales@proforceonline.com Phone: (928)778-7192 FAX: (928)445-3468 Michael Massimo 3009 N Highway 89 Prescott, AZ 86301 US Alternate Id: P0003 Email: sales@proforceonline.com Phone: (800)367-5855 FAX: (928)445-3468 Id: 7567 Alternate Id: P0001

PO Acknowledgements:

Document	Notifications	Acknowledged Date/Time
Purchase Order	Emailed to sales@proforceonline.com at 04/20/2016 11:51:26 AM	
Change Order 1	Emailed to sales@proforceonline.com at 04/25/2016 03:41:56 PM	04/25/2016 03:50:55 PM

Receipt Information

Receipt #	Status	Description	Dept/Loc	Receipt Owner	Entered Date
<a href="#">0622899</a>	SCA - Approved for Invoice	ProForce Inv 271752	DEA1700/1750	Renee Chavez-Tyoran	04/21/2016
<a href="#">0624324</a>	SCA - Approved for Invoice	Adjustment - Recept 0622899	DEA1700/1750	Kim Johnson	04/25/2016
<a href="#">0624846</a>	SCA - Approved for Invoice	ProForce Inv 271812	DEA1700/1750	Renee Chavez-Tyoran	04/25/2016
<a href="#">0625189</a>	SCA - Approved for Invoice	Remove part of 1 item	DEA1700/1750	Renee Chavez-Tyoran	04/25/2016

Invoice Information

Invoice #	Status	Description	Vendor Group	Invoice Amount	Vendor	Invoice Date
<a href="#">271752</a>	4IP - Paid	Order 307595	01	\$435.14	000001537	04/20/2016
<a href="#">271812</a>	4IP - Paid	Order 307582	01	\$292.69	000001537	04/21/2016

Item Information

Approval Path:

There are no approval paths found for this purchase order.



STATE OF ARIZONA  
PURCHASE ORDER TERMS AND CONDITIONS

**Modification.** No modification of the purchase order shall bind Buyer unless Buyer agrees to the modification in writing.

2. **Packing and Shipping.** Seller shall be responsible for industry standard packing which conform to requirements of carriers' tariffs and ICC regulations. Containers must be clearly marked as to lot number, destination address and purchase order number.
3. **Title and Risk of Loss.** The title and risk of loss of the goods shall not pass to Buyer until Buyer actually received the goods at the point of delivery.
4. **Invoice and Payment.** A separate invoice shall be issued for each shipment. No invoice shall be issued prior to shipment of goods and no payment will be made prior to receipt of goods and correct invoice. Payment due dates, including discount periods, will be computed from date of receipt of goods or date of receipt of correct invoice (whichever is later) to date Buyer's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes. The Buyer's obligation is payable solely from funds appropriated for the purpose of acquiring the goods or services referred to in this Purchase Order.
5. **Inspection.** All goods are subject to final inspection and acceptance by Buyer. Material failing to meet the requirements of this Purchase Order will be held at Seller's risk and may be returned to Seller. If so returned, the cost of transportation, unpacking, inspection, repacking, reshipping or other like expenses are the responsibility of the Seller.  
**No Replacement of Defective Tender.** Every tender of goods must fully comply with all provisions of Purchase Order as the time of delivery, quantity, quality and the like. If a tender is made which does not fully conform, it shall constitute a breach and Seller shall not have the right to substitute a conforming tender.
7. **Force Majeure.** Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or conditions of the Purchase Order are delayed or prevented by any cause not within the control of the party whose performance is interfered with and which, by the exercise of reasonable diligence, that party is unable to prevent.
8. **Gratuities.** The Buyer may, by written notice to the Seller, cancel this Purchase Order if it is found by Buyer that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of the State of Arizona with a view toward securing an order or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with the respect to the performing, of such order. In the event this Purchase Order is cancelled by Buyer pursuant to this provision, Buyer shall be entitled in addition to any other rights and remedies to recover or withhold from the Seller the amount of the gratuity.
9. **Warranties.** Seller warrants that all goods delivered under this Purchase Order will conform to the requirements of this Purchase Order (including all applicable descriptions, specifications, drawings and samples) will be free from defects in material and workmanship and will be free from defects in design and fill for the intended purposes. Any inspection or acceptance of the goods by Buyer shall not alter or affect the obligations of Seller or the right of Buyer under the foregoing warranties.

10. **Assignment – Delegation.** No right or interest in this Purchase Order shall be assigned by Seller without the written permission of Buyer, and no delegation of any duty of Seller shall be made without permission of Buyer.
11. **Interpretation – Parole Evidence.** This Purchase Order is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this Purchase Order. Acceptance or acquiescence in a course of performance rendered under this Purchase Order shall not be relevant to determine the meaning of this Purchase Order even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in the Purchase Order the definition contained in the Code is to control.
12. **Non-Discrimination.** Seller agrees not to discriminate against any employee or applicant for employment in violation of the terms of Federal Executive Order 11246, State Executive Order No. 2009-09 and A.R.S. Section 41-1461 et seq.
13. **Indemnity.** Seller agrees to indemnify and save the Buyer harmless from any loss, damage or expense whatsoever resulting to the Buyer from any and all claims and demands on account of infringement or alleged infringement of any patent in connection with the manufacture or use of any product included in this Purchase Order and upon written request Seller will defend at its own cost the expense any legal action or suit against the Buyer involving any such alleged patent infringement, and will pay and satisfy any and all judgments or decrees rendered in any against such legal actions or suits. Seller will indemnify Buyer against all claims for damages to person or property resulting from defects in materials or workmanship.
14. **Liens.** All goods delivered and labor performed under this Purchase Order shall be free of all liens, and if Buyer requests, a formal release of all liens will be delivered to Buyer.
15. **Contract Number.** If an Arizona contract number appears on the face of this Purchase Order, the terms of that contract are incorporated herein by this reference.
16. **Taxes.** The State of Arizona is exempt from Federal Excise Tax.
17. **Conflict of Interest.** Pursuant of A.R.S. Section 38-511 this Purchase Order is subject to cancellation by the Buyer if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state is, at any time while the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.
18. **Remedies and Applicable Law.** This Purchase Order shall be governed by, and Buyer and Seller shall have all remedies afforded each by, the Uniform Commercial Code as adopted in the State of Arizona except as otherwise provided in this Purchase Order or in statutes pertaining specifically to the State. This Purchase Order shall be governed by the law of the State of Arizona, and suits pertaining to this Purchase Order may be brought only in the courts of the State of Arizona.
19. **Arbitration.** The parties must use arbitration as required by A.R.S. Section 12-1518

# PROFORCE LAW ENFORCEMENT

3009 North Highway 89  
Tel: (928) 778-7192  
sales@proforceonline.com  
FFL # 9-86-025-01-4G-00508

Prescott, AZ 86301  
Fax: (928) 445-3468  
www.proforceonline.com

P R I C E  Q U O T E	QUOTE#	PAGE
	306474	1
	SHIP DATE A.S.A.P.	

SOLD  
TO

AZ DEPT OF ECONOMIC SECURITY  
DES ACCOUNTS PAYABLE  
PO BOX 6123, SITE CODE 830A2  
PHOENIX AZ 85005-6123

SHIP  
TO

AZ DEPT OF ECONOMIC SECURITY  
OFC OF SPECIAL INVESTIGATIONS  
2200 N CENTRAL AVE SUITE# 301  
PHOENIX AZ 85004

JOB #	DATE	CUST.#	LOC.	SALESMAN	SHIP VIA	FRT.
NA	04/13/16	035180	A	DAN RYAN	FX G-FOB ORIGIN	

QTY. QUOTED	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE
15	L38S11 REM UMC 38 130GR MC 50RDS/BX 10BX/CS <i>750</i>	18.9900	EA .00	284.85
20	GS38SB REM G/SADER 38+P 125GR BJHP 25RD/BX 20BX/CS <i>500</i>	19.9900	EA .00	399.80
1	XFET THIS ITEM FET OUT	.0000	EA .00	.00
<p>IMPORTANT NOTICES: This quotation is based on the issuance of a department purchase order, F.A.E.T. Exemption, payment by check in 30 days (unless otherwise agreed) and in stated quantities. ATF or the manufacturer may require additional forms. Sample forms may be found at: <a href="http://www.ProForceonline.com/forms.htm">http://www.ProForceonline.com/forms.htm</a></p> <p>Ordering Instructions: Please fax a copy of the department purchase order and F.E.T. form to (928)445-3468. PLEASE MAIL ORIGINALS to ProForce Law Enforcement, 3009 N Hwy 89, Prescott, AZ 86301.</p> <p>Standard Terms are Net 30 days. If department policy does not allow for partial shipments and payments, separate purchase orders for each item will be necessary.</p>				

COMMENT

TERMS

# PROFORCE LAW ENFORCEMENT

3009 North Highway 89 Prescott, AZ 86301  
 Tel: (928) 776-7192 Fax: (928) 445-3468  
 sales@proforceonline.com www.proforceonline.com  
 FFL # 9-86-025-01-4G-00508

P R I C E	QUOTE#	PAGE
	306474	2
Q U O T E	SHIP DATE	
	A.S.A.P.	

SOLD  
TO

AZ DEPT OF ECONOMIC SECURITY  
 DES ACCOUNTS PAYABLE  
 PO BOX 6123, SITE CODE 830A2  
 PHOENIX AZ 85005-6123

SHIP  
TO

AZ DEPT OF ECONOMIC SECURITY  
 OFC OF SPECIAL INVESTIGATIONS  
 2200 N CENTRAL AVE SUITE# 301  
 PHOENIX AZ 85004

JOB #	DATE	CUST.#	LOC.	SALESMAN	SHIP VIA	FRT.
NA	04/13/16	035180	A	DAN RYAN	FX G-FOB ORIGIN	

QTY. QUOTED	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE
	<p>Standard manufacturer's warranty applies to all department purchases unless otherwise specifically noted.</p> <p>This quote is valid for 45 days from the date of issue, pending credit approval, and is subject to manufacturer's availability and price change. Please call (800) 367-5855 if this bid is still pending on the expiration date for updated pricing.</p> <p>A 20% restocking fee will apply to all returned goods. Please call us for a return authorization number. ProForce Law Enforcement agrees to defend, indemnify and hold harmless its customers from claims for personal injury or property damages, to the extent arising from the negligent acts or omissions of ProForce Law Enforcement or its employees, agents or independent contractors.</p> <p>IMPORTANT: To order from this quotation, please sign below, attach Purchase Order, and email to: <a href="mailto:sales@proforceonline.com">sales@proforceonline.com</a></p> <p>-</p> <p>Printed Name: _____</p> <p>-</p> <p>Date: _____ P.O.: _____</p> <p>-</p> <p>Signature: _____</p>			

COMMENT	
TERMS	

# PROFORCE LAW ENFORCEMENT

3009 North Highway 89 Prescott, AZ 86301  
 Tel: (928) 776-7192 Fax: (928) 445-3468  
 sales@proforceonline.com www.proforceonline.com  
 FFL # 9-85-025-01-4G-00508

P R I C E  Q U O T E	QUOTE#	PAGE
	306474	3
	SHIP DATE	
A.S.A.P.		

SOLD  
TO

AZ DEPT OF ECONOMIC SECURITY  
 DES ACCOUNTS PAYABLE  
 PO BOX 6123, SITE CODE 830A2  
 PHOENIX AZ 85005-6123

SHIP  
TO

AZ DEPT OF ECONOMIC SECURITY  
 OFC OF SPECIAL INVESTIGATIONS  
 2200 N CENTRAL AVE SUITE# 301  
 PHOENIX AZ 85004

JOB #	DATE	CUST.#	LOC.	SALESMAN	SHIP VIA	FRT.
NA	04/13/16	035180	A	DAN RYAN	FX G-FOB ORIGIN	

QTY. QUOTED	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE

COMMENT FOR <u>rchavez-tyoran@azdes.gov</u> BY FRANK BERBERICH  TERMS DUE NET 30 DAYS	SALES AMOUNT	684.65
	HANDLING	19.95
	6.350% SALES TAX	43.48
	SUB TOTAL	748.08

# ARIZONA STATE CONTRACT PURCHASE ORDER

Purchase Order No.: ADES17-146288  
Organizational Reference No.: PO0000147166  
Issued: 08/22/2016

Vendor Number: 900008907  
SAN DIEGO POLICE EQUIPMENT CO INC  
8205-A Ronson Road  
San Diego, CA 92111

Arizona Department of Economic Security  
Internal Security  
1789 W Jefferson St  
4th FL SE (MD 1732)  
Phoenix, AZ 85007-3202  
US  
Email: OIGReceiving@azdes.gov  
  
(602) 542-3340  
  
MAIL INVOICE IN DUPLICATE TO:  
Arizona Department of Economic Security  
OIG Inspector General  
1789 W Jefferson St  
1st Floor NE (MD 1711)  
Phoenix, AZ 85007-3202  
US  
Email: OIGReceiving@azdes.gov  
  
(602) 542-3340

Title: OIG_JSA_FTEguard_Ammo

The following documents make up the Contract and are incorporated herein by reference.

- PO T and Cs rev 1-10-11
- Mail Drop Notice to Vendors 08162016.pdf
- Re justification for extra charge on ammo.msg
- AZ DES 8-3-Fed.pdf

Open Market Instructions  
TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order are incorporated herein by reference and become a part of this order.

Solicitation (Bid) No.:				Payment Terms:		
				Shipping Terms:		
				Delivery Calendar Day(s) A.R.O.: 0		
Item	Class-Item	Requisition	Quantity	Unit	Unit Price	Total
	Class-Item 680-04					
	FED-AE9DP FEDERAL 9MM 115GR FMJ					
	LN/FY/Account Code	Dollar Amount				
1	1/17/2017-1732P10101-1732-DE2000-2006-DE1N8-8571-8573-ACCTLN-P101-2017-9100-P101-DEA	\$ 250.70	4.00	EA	\$ 219.82	\$ 928.52
	1/17/2017-1741P10101-1741-DE2000-2006-DE1N8-8571-8573-ACCTLN-P101-2017-9100-P101-DEA	\$ 306.41				
	1/17/2017-1751F59X02-1751-DE2000-2004-DE1N8-8571-8573-ACCTLN-F59-FFY16-1307-DEA	\$ 371.41				

**ARIZONA STATE CONTRACT  
PURCHASE ORDER**

	Class-Item 680-04  FED-P9HST2 FEDERAL HST 9MM 147GR JHP				
	LN/FY/Account Code	Dollar Amount			
2	2/17/2017-1732P10101-1732-DE2000- 2006-DE1N8-8571-8573-ACCTLN- P101-2017-9100-P101-DEA	\$ 86.54	1.00	EA	\$ 303.54
	2/17/2017-1741P10101-1741-DE2000- 2006-DE1N8-8571-8573-ACCTLN- P101-2017-9100-P101-DEA	\$ 105.78			\$ 320.54
	2/17/2017-1751F59X02-1751-DE2000- 2004-DE1N8-8571-8573-ACCTLN-F59- FFY16-1307-DEA	\$ 128.22			
	Class-Item 962-86  FREIGHT				
	LN/FY/Account Code	Dollar Amount			
3	3/17/2017-1732P10101-1732-DE2000- 2006-DE1N8-8571-8573-ACCTLN- P101-2017-9100-P101-DEA	\$ 28.51	1.00	EA	\$ 100.00
	3/17/2017-1741P10101-1741-DE2000- 2006-DE1N8-8571-8573-ACCTLN- P101-2017-9100-P101-DEA	\$ 34.85			\$ 105.60
	3/17/2017-1751F59X02-1751-DE2000- 2004-DE1N8-8571-8573-ACCTLN-F59- FFY16-1307-DEA	\$ 42.24			

**TOTAL: \$ 1,354.66**

Approved By: Alice Shedd

Phone No.: (602) 364-0197



Basic Purchasing Department Access

NICP Code Browser | My Account | Customer Service | About

Current Organization: Arizona Department of Economic Security November 18, 2016 11:50:23 AM MST

Home Items Documents Vendors

Quick Buy  Find It

Ernie Sombra

**Open Market Purchase Order ADES17-146288**

Status: PCR - Complete Receipt

General Items Vendor AJRMSL Accounting Routing Attachments(5) Notes(4) Change Orders Reminders Summary

**System Warning(s)**

- Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
- Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2408)
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- Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
- Transaction Successful with the following warning: Total # Processed 1 :Failed 0 :Succeeded 1

**Header Information**

<b>Purchase Order Number:</b>	ADES17-146288	<b>Release Number:</b>	0	<b>Short Description:</b>	OIG_ISA_FT&guard_Ammo
<b>Status:</b>	PCR - Complete Receipt	<b>Purchaser:</b>	Alice Shedd	<b>Receipt Method:</b>	Quantity
<b>Fiscal Year:</b>	2017	<b>PO Type:</b>	Open Market	<b>Minor Status:</b>	
<b>Organization:</b>	Arizona Department of Economic Security	<b>Location:</b>	1789 - Office of Special Investigations	<b>Type Code:</b>	
<b>Department:</b>	DEA1700 - DES Office of the Inspector General	<b>Entered Date:</b>	08/22/2016 01:18:27 PM	<b>Control Code:</b>	
<b>Alternate ID:</b>	PO0000147106	<b>Retainage %:</b>	0.00%	<b>Discount %:</b>	0.00%
<b>Days ARO:</b>	0	<b>Promised Date:</b>		<b>Print Desc Detail:</b>	If Different
<b>Required By Date:</b>	08/22/2016	<b>Tax Rate:</b>		<b>Actual Cost:</b>	\$1,354.68
<b>PCard Enabled:</b>	No				
<b>Contact Instructions:</b>	Contact Francisco Martinez at (602) 542-3355				
<b>Invoice Method:</b>	Three Way Match				
<b>Print Format:</b>					
<b>Ship-to Address:</b>	Internal Security 1789 W Jefferson St 4th FL SE (RD 1732) Phoenix, AZ 85007-3302 US Email: OIGReceiving@azdes.gov Phone: (602)542-3340	<b>Bill-to Address:</b>	OIG Inspector General 1789 W Jefferson St 1st Floor NE (RD 1711) Phoenix, AZ 85007-3302 US Email: OIGReceiving@azdes.gov Phone: (602)542-3340		

**Master Blanket/Contract End Date (Maximum):**

**Project No.:**

**Special Purchase Type:**

**PLJ NUMBER:**

**Commodity Reference Id:** RC0000198563

**PO External Doc Type:** None

**Attachments**

**Agency Files:** [PO_T and Co rev 1-18-11, Mail Drop Notice to Vendors, 08/18/2016.pdf, Re justification for extra charge on ammo.msg, AZ DES 8-3-Frd.pdf](#)

**Agency Forms:**

**Vendor FBs:**

**Vendor Forms:**

**Notes:** Ammo for OIG law enforcement personnel (not security guard)  
Returned - needs to be a release req not open market  
Processed as open market because of urgency (see attachments)  
Added state sales tax

**Primary Vendor Information & PO Terms**

<b>Vendor:</b>	900000997 - SAN DIEGO POLICE EQUIPMENT CO INC	<b>Preferred Delivery Method:</b>	Email
<b>Remit-to Address:</b>	Ryan King 8205-A Ronson Road San Diego, CA 92111 US Email: rking@sandiegopoliceequipment.com Phone: (619)974-8200 FAX: (619)974-8500	<b>Payment Terms:</b>	
		<b>Shipping Terms:</b>	

**Shipping Method:**  
**Freight Terms:**

STATE OF ARIZONA  
PURCHASE ORDER TERMS AND CONDITIONS

- Modification. No modification of the purchase order shall bind Buyer unless Buyer agrees to the modification in writing.
2. **Packing and Shipping.** Seller shall be responsible for industry standard packing which conform to requirements of carriers' tariffs and ICC regulations. Containers must be clearly marked as to lot number, destination address and purchase order number.
  3. ~~Title and Risk of Loss. The title and risk of loss of the goods shall not pass to Buyer until Buyer actually received the goods at the point of delivery.~~
  4. **Invoice and Payment.** A separate invoice shall be issued for each shipment. No invoice shall be issued prior to shipment of goods and no payment will be made prior to receipt of goods and correct invoice. Payment due dates, including discount periods, will be computed from date of receipt of goods or date of receipt of correct invoice (whichever is later) to date Buyer's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes. The Buyer's obligation is payable solely from funds appropriated for the purpose of acquiring the goods or services referred to in this Purchase Order.
  5. **Inspection.** All goods are subject to final inspection and acceptance by Buyer. Material failing to meet the requirements of this Purchase Order will be held at Seller's risk and may be returned to Seller. If so returned, the cost of transportation, unpacking, inspection, repacking, reshipping or other like expenses are the responsibility of the Seller.
  6. **No Replacement of Defective Tender.** Every tender of goods must fully comply with all provisions of Purchase Order as the time of delivery, quantity, quality and the like. If a tender is made which does not fully conform, it shall constitute a breach and Seller shall not have the right to substitute a conforming tender.
  7. **Force Majeure.** Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or conditions of the Purchase Order are delayed or prevented by any cause not within the control of the party whose performance is interfered with and which, by the exercise of reasonable diligence, that party is unable to prevent.
  8. **Gratuities.** The Buyer may, by written notice to the Seller, cancel this Purchase Order if it is found by Buyer that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of the State of Arizona with a view toward securing an order or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with the respect to the performing, of such order. In the event this Purchase Order is cancelled by Buyer pursuant to this provision, Buyer shall be entitled in addition to any other rights and remedies to recover or withhold from the Seller the amount of the gratuity.
  9. **Warranties.** Seller warrants that all goods delivered under this Purchase Order will conform to the requirements of this Purchase Order (including all applicable descriptions, specifications, drawings and samples) will be free from defects in material and workmanship and will be free from defects in design and fill for the intended purposes. Any inspection or acceptance of the goods by Buyer shall not alter or affect the obligations of Seller or the right of Buyer under the foregoing warranties.
  10. **Assignment - Delegation.** No right or interest in this Purchase Order shall be assigned by Seller without the written permission of Buyer, and no delegation of any duty of Seller shall be made without permission of Buyer.
  11. **Interpretation - Parole Evidence.** This Purchase Order is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this Purchase Order. Acceptance or acquiescence in a course of performance rendered under this Purchase Order shall not be relevant to determine the meaning of this Purchase Order even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in the Purchase Order the definition contained in the Code is to control.
  12. **Non-Discrimination.** Seller agrees not to discriminate against any employee or applicant for employment in violation of the terms of Federal Executive Order 11246, State Executive Order No. 2009-09 and A.R.S. Section 41-1451 et seq.
  13. **Indemnity.** Seller agrees to indemnify and save the Buyer harmless from any loss, damage or expense whatsoever resulting to the Buyer from any and all claims and demands on account of infringement or alleged infringement of any patent in connection with the manufacture or use of any product included in this Purchase Order and upon written request Seller will defend at its own cost the expense any legal action or suit against the Buyer involving any such alleged patent infringement, and will pay and satisfy any and all judgments or decrees rendered in any against such legal actions or suits. Seller will indemnify Buyer against all claims for damages to person or property resulting from defects in materials or workmanship.
  14. **Liens.** All goods delivered and labor performed under this Purchase Order shall be free of all liens, and if Buyer requests, a formal release of all liens will be delivered to Buyer.
  15. **Contract Number.** If an Arizona contract number appears on the face of this Purchase Order, the terms of that contract are incorporated herein by this reference.
  16. **Taxes.** The State of Arizona is exempt from Federal Excise Tax.
  17. **Conflict of Interest.** Pursuant to A.R.S. Section 38-511 this Purchase Order is subject to cancellation by the Buyer if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state is, at any time while the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.
  18. **Remedies and Applicable Law.** This Purchase Order shall be governed by, and Buyer and Seller shall have all remedies afforded each by, the Uniform Commercial Code as adopted in the State of Arizona except as otherwise provided in this Purchase Order or in statutes pertaining specifically to the State. This Purchase Order shall be governed by the law of the State of Arizona, and suits pertaining to this Purchase Order may be brought only in the courts of the State of Arizona.
  19. **Arbitration.** The parties must use arbitration as required by A.R.S. Section 12-1518.



## Attention Vendors!

The Arizona Department of Economic Security (DES) is retiring the use of Site Codes as part of our delivery address. Effective May 2, 2016, ALL DES locations/offices will begin using a four-digit Mail Drop Code to better define delivery points within each office and complement both the ProcureAZ and AFIS systems.

---

### Example:

Arizona Department of Economic Security  
FAA District 1-West  
2455 S 7th St  
+BSA MD or Mail Drop 3213  
Phoenix, AZ 85034-6518  
USA  
Email: [eProcurement@azdes.gov](mailto:eProcurement@azdes.gov)

Please note this change in DES delivery addresses and if a complete listing of all Mail Drop Codes is needed, please contact the BSA Help Desk and provide your current State Vendor Contract Number.

Phone: (602) 771-2640, option 1

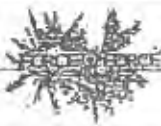
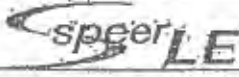
E-Mail: +BSA Help Desk or [BSAHelpDesk@azdes.gov](mailto:BSAHelpDesk@azdes.gov)



# SAN DIEGO POLICE EQUIPMENT CO. INC.

DATE: 09/03/16  
 EXPIRES: 09/03/16  
 TERMS: NET 30  
 QUOTED BY: RYAN

## QUOTE



TO: CAROL CANO  
 AGENCY: ARIZONA DES  
 PHONE: 602.542.3352  
 FAX:  
 EMAIL: ccano@aztdes.com

SHIP TO:  
 ATTN:  
 PG / REF:  
 AUTH BY:

TO PROCEED WITH ORDER AS QUOTED, PLEASE PROVIDE SHIPPING INFORMATION AND SIGN FORM

QTY	UNIT	PRODUCT CODE	DESCRIPTION	UNIT PRICE	EXT. PRICE
.4	CS/1000	FED-AE3DF	FEDERAL 9MM 115GR FMJ	\$219.82	\$879.28
1	CS/1000	FED-P9HST2	FEDERAL HST 9MM 147GR JHP	\$303.54	\$303.54

NOTES: FOR DEPARTMENT PURCHASE ONLY

We do not collect sales tax for the State of Arizona, please pay any tax directly to the State.

SUBTOTAL:	\$1,182.82
TAX:	SEE NOTE
FREIGHT:	\$100.00
TOTAL:	\$1,282.82

ALL ORDERS MUST BE SUBMITTED IN WRITING

San Diego Police Equipment Co. Inc., 8205-A Ronson Road, San Diego CA 92111  
 Phone: (858)974-8500 Toll Free: (800)367-8989 Fax: (858)974-8530  
 E-mail: Sales@Sandiegopoliceequipment.com

Martinez, Francine

---

From: Aquinde, Lora Mae,  
Sent: Wednesday, August 17, 2016 12:46 PM  
To: Shedd, Alice; Martinez, Francine  
Cc: Cano, Carol,  
Subject: Re: justification for extra charge on ammo

---

Okay. Thank you, Alice. My apologies, I wasn't aware of the situation.

Francine - please attach this email file to both requisitions and resubmit for approval. Thank you!

Thanks,  
LmA

On Aug 17, 2016, at 11:35, Shedd, Alice <[AShedd@azdes.gov](mailto:AShedd@azdes.gov)> wrote:

Hi Lora Mae,

Two Open Market PO's came in for ammo, I returned them because we could purchase these from the contract. Then I had a conversation with Carol telling me that these were done as an open market because of the urgency of receiving the Ammo, but the vendor could not charge us contracted pricing because it was not available and was coming from the warehouse ( I confirmed this with the vendor) and they are also charging shipping fees. So, I asked Carol to have Charlie write up an explanation as why these was necessary and send to Patty for approval. Justification is attached for your review.

Patty gave me a verbal approval, so I told them to proceed.  
Let me know if you would like us to do.

Thanks,  
Alice

---

From: Aquinde, Lora Mae,  
Sent: Wednesday, August 17, 2016 11:01 AM  
To: Shedd, Alice <[AShedd@azdes.gov](mailto:AShedd@azdes.gov)>  
Cc: Cano, Carol, <[ccano@azdes.gov](mailto:ccano@azdes.gov)>; Martinez, Francine <[FrancineMartinez@azdes.gov](mailto:FrancineMartinez@azdes.gov)>  
Subject: Re: justification for extra charge on ammo

Hi, Alice -

San Diego is a state-contracted vendor and we've purchased ammo from them last FY as a release. Is there a reason why you're recommending this as open market?

Thanks,  
LmA

On Aug 17, 2016, at 10:51, Martinez, Francine <[FrancineMartinez@azdes.gov](mailto:FrancineMartinez@azdes.gov)> wrote:

Lora Mae,

Alice Shedd indicated to create this as an open market. Please advise.

Open Market Requisition ADES17-00467384  
Open Market Requisition ADES17-00467487

Francine

---

From: Cano, Carol,  
Sent: Tuesday, August 16, 2016 7:30 AM  
To: Martinez, Francine <FrancineMartinez@azdes.gov>  
Subject: FW: justification for extra charge on ammo  
Importance: High

Can you please do an open market for this as soon as you get in?

Thank you,

Carol . Cano  
Executive Assistant to  
Director of Security, Charles . Loftus  
DES Protective Services  
1789 W Jefferson, MD 1732  
Phoenix, AZ 85007  
602.542.3352 Desk

<image001.png>

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From: Shedd, Alice  
Sent: Tuesday, August 16, 2016 7:27 AM  
To: Cano, Carol, <ccano@azdes.gov>; Loftus, Charles <CLoftus@azdes.gov>  
Cc: Martinez, Francine <FrancineMartinez@azdes.gov>; Clark, Patty  
<PClark@azdes.gov>  
Subject: RE: justification for extra charge on ammo

Good Morning Charles and Carol,

Please go ahead and move forward on creating an Open Market Requisition for this purchase.

Please let me know if you need anything else.

*Thank you,*

*Alice*

*Alice Shedd*

Senior Procurement Specialist  
DES - Office of Procurement  
[ashedd@azdes.gov](mailto:ashedd@azdes.gov)

If you are a vendor with technical questions about submitting an offer in ProcureAZ, please contact the Help Desk by phone at 602-542-7600, Option 1, or by email at [procure@azdoa.gov](mailto:procure@azdoa.gov), Monday through Friday, 8:00 AM to 5:00 PM MST.

If you have questions regarding the content of a solicitation, please submit your question utilizing the Q&A Tab function as found in the original solicitation through ProcureAZ.

---

From: Cano, Carol,  
Sent: Friday, August 12, 2016 11:13 AM  
To: Clark, Patty <[PClark@azdes.gov](mailto:PClark@azdes.gov)>  
Cc: Shedd, Alice <[AShedd@azdes.gov](mailto:AShedd@azdes.gov)>; Martinez, Francine <[FrancineMartinez@azdes.gov](mailto:FrancineMartinez@azdes.gov)>  
Subject: FW: justification for extra charge on ammo

Good Morning Patty,

Were you able to look at this justification from Charlie? We are still waiting for approval to go ahead with this request.

Thank you,

Carol A. Cano  
Executive Assistant to  
Director of Security, Charles Loftus  
DES Protective Services  
1789 W Jefferson, MD 1732  
Phoenix, AZ 85007  
602.542.3352 Desk

<image001.png>

---

From: Loftus, Charles  
Sent: Tuesday, August 09, 2016 4:38 PM  
To: Giroux, Pamela, <[PGiroux@azdes.gov](mailto:PGiroux@azdes.gov)>  
Cc: Cano, Carol, <[ccano@azdes.gov](mailto:ccano@azdes.gov)>; Aquinde, Lora Mae, B <[LAquinde@azdes.gov](mailto:LAquinde@azdes.gov)>  
Subject: FW: justification for extra charge on ammo

Hello Pam,

We are looking at a 30-60 day delivery with the state bid. I have new officers starting on the 15th and 30th. We need to train them so this is the stop-gap order. I had to purchase the initial ammo a couple weeks ago with my personal Amex, I can do that again if needed, just let me know.

I hope this helps.

Charlie

---

From: Cano, Carol,  
Sent: Tuesday, August 09, 2016 2:54 PM  
To: Loftus, Charles <CLoftus@azdes.gov>  
Subject: justification for extra charge on ammo

Charlie,

Procurement is requesting a justification on the expedited ammo we are requesting due to the price not matching the contracted price. The justification has to come directly from you and its needs to be addressed to Pam Giroux. I have attached the 2 quotes that were returned.

Thank you,

Carol Cano  
Executive Assistant to  
Director of Security, Charles Loftus  
DES Protective Services  
1789 W Jefferson, MD 1732  
Phoenix, AZ 85007  
602.542.3352 Desk

<image001.png>

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NOTICE: This e-mail (and any attachments) may contain PRIVILEGED OR CONFIDENTIAL information and is intended only for the use of the specific individual(s) to whom it is addressed. It may contain information that is privileged and confidential under state and federal law. This information may be used or disclosed only in accordance with law, and you may be subject to penalties under law for improper use or further disclosure of the information in this e-mail and its attachments. If you have received this e-mail in error, please immediately notify the person named above by reply e-mail, and then delete the original e-mail. Thank you.

<mime-attachment>



# SAN DIEGO POLICE EQUIPMENT CO. INC.

DATE: 08/03/16  
 EXPIRES: 09/03/16  
 TERMS: NET 30  
 QUOTED BY: RYAN

## QUOTE



TO: CAROL CANO  
 AGENCY: ARIZONA DES  
 PHONE: 602.542.3352  
 FAX:  
 EMAIL: ccano@azdes.gov

SHIP TO:  
 ATTN:  
 PO / REF#:  
 AUTH BY:

TO PROCEED WITH ORDER AS QUOTED, PLEASE PROVIDE SHIPPING INFORMATION AND SIGN FORM

QTY	UNIT	PRODUCT CODE	DESCRIPTION	UNIT PRICE	EXT. PRICE
4	CS/1000	FED-AE9DP	FEDERAL 9MM 115GR FMJ	\$219.82	\$879.28
1	CS/1000	FED-P9HST2	FEDERAL HST 9MM 147GR JHP	\$303.54	\$303.54

NOTES: FOR DEPARTMENT PURCHASE ONLY  
 We do not collect sales tax for the State of Arizona, please pay any tax due directly to the State.

SUBTOTAL: \$1,182.82  
 TAX: SEE NOTE  
 FREIGHT: \$100.00  
 TOTAL: \$1,282.82

ALL ORDERS MUST BE SUBMITTED IN WRITING

San Diego Police Equipment Co. Inc., 8205-A Ronson Road, San Diego CA 92111  
 Phone: (858)974-8500 Toll Free: (800)367-8989 Fax: (858)974-8530  
 E-mail: Sales@SanDiegoPoliceEquipment.com



DATE: 08/03/16  
 EXPIRES: 09/03/16  
 TERMS: NET 30  
 QUOTED BY: RYAN

**QUOTE**



TO: CAROL CANO  
 AGENCY: ARIZONA DES  
 PHONE: 502.542.3352  
 FAX:  
 EMAIL: ccano@azdes.gov

SHIP TO:  
 ATTN:  
 PO / REF#:  
 AUTH BY:

TO PROCEED WITH ORDER AS QUOTED, PLEASE PROVIDE SHIPPING INFORMATION AND SIGN FORM

QTY	UNIT	PRODUCT CODE	DESCRIPTION	UNIT PRICE	EXT. PRICE
4	CS/1000	FED-AE40R1	FEDERAL 40S&W 180GR FMJ	\$294.15	\$1,176.60

NOTES: FOR DEPARTMENT PURCHASE ONLY  
 We do not collect sales tax for the State of Arizona, please pay any tax due directly to the State

SUBTOTAL:	\$1,176.60
TAX%:	SEE NOTE
FREIGHT:	\$100.00
TOTAL:	\$1,276.60

ALL ORDERS MUST BE SUBMITTED IN WRITING

San Diego Police Equipment Co. Inc., 8205-A Ronson Road, San Diego CA 92111  
 Phone: (658)974-8500 Toll Free: (800)367-8989 Fax: (658)974-8530  
 E-mail: Sales@Sandiegopoliceequipment.com



# ARIZONA STATE CONTRACT PURCHASE ORDER

Purchase Order No.: ADES17-146297  
Organizational Reference No.: PO0000147197  
Issued: 08/22/2016

**Vendor Number:** 900008907  
**SAN DIEGO POLICE EQUIPMENT CO INC**  
8205-A Ronson Road  
San Diego, CA 92111

**Arizona Department of Economic Security**  
Internal Security  
1789 W Jefferson St  
4th FL SE (MD 1732)  
Phoenix, AZ 85007-3202  
US  
Email: OIGReceiving@azdes.gov  
  
(602) 542-3340

Title: OIG_ISA_FTEguard_Ammo

**MAIL INVOICE IN DUPLICATE TO:**  
Arizona Department of Economic Security  
OIG Inspector General  
1789 W Jefferson St  
1st Floor NE (MD 1711))  
Phoenix, AZ 85007-3202  
US  
Email: OIGReceiving@azdes.gov  
  
(602) 542-3340

The following documents make up the Contract and are incorporated herein by reference.

- PO T and Cs rev 1-10-11
- Mail Drop Notice to Vendors 20160816.pdf
- Re justification for extra charge on ammo.msg-1.pdf
- AZ DES 8-3-Fed-1.pdf

**Open Market Instructions**  
TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order are incorporated herein by reference and become a part of this order.

Solicitation (Bid) No.:		Payment Terms: Shipping Terms: Delivery Calendar Day(s) A.R.O.: 0				
Item	Class-Item	Requisition	Quantity	Unit	Unit Price	Total

# ARIZONA STATE CONTRACT PURCHASE ORDER

Class-Item 680-04

CCI-53733 SPEER LAWMAN 38SPL 125GR TMJ

LN/PV/Account Code	Dollar Amount
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-001-P900-DEA	\$ 32.38
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-021-P900-DEA	\$ 5.89
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-024-P900-DEA	\$ 5.89
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-033-P900-DEA	\$ 5.89
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-039-P900-DEA	\$ 5.89
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-060-P900-DEA	\$ 5.89
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-100-P900-DEA	\$ 17.66
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-102-P900-DEA	\$ 8.83
1 1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-105-P900-DEA	\$ 8.83
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-118-P900-DEA	\$ 8.83
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-129-P900-DEA	\$ 8.83
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-136-P900-DEA	\$ 17.66
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-182-P900-DEA	\$ 17.66
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-193-P900-DEA	\$ 32.38
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-233-P900-DEA	\$ 8.83
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-243-P900-DEA	\$ 8.83
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-244-P900-DEA	\$ 32.38
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-	\$ 8.83

1.00

EA

\$ 294.36

\$ 294.36

ARIZONA STATE CONTRACT  
PURCHASE ORDER

LN/FY/Account Code	Dollar Amount
8573-ACCTLN-P900-2017-1238-307- P900-DEA 1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-336-P900-DEA	\$ 8.83
1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-400-P900-DEA	\$ 8.83
1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-417-P900-DEA	\$ 8.83
1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-442-P900-DEA	\$ 8.83
1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-513-P900-DEA	\$ 8.83
1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-634-P900-DEA	\$ 8.83

# ARIZONA STATE CONTRACT PURCHASE ORDER

	Class-Item 680-04				
	CCI-53720 SPEER GOLD DOT 38SPL 125GR 15GR GDHP +P				
	LN/PY/Account Code	Dollar Amount			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-001-P900-DEA	\$ 43.36			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-021-P900-DEA	\$ 7.88			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-024-P900-DEA	\$ 7.88			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-033-P900-DEA	\$ 7.88			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-039-P900-DEA	\$ 7.88			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-060-P900-DEA	\$ 7.88			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-100-P900-DEA	\$ 23.65			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-102-P900-DEA	\$ 11.82			
2	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-105-P900-DEA	\$ 11.82	1.00	EA	\$ 394.18
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-118-P900-DEA	\$ 11.82			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-129-P900-DEA	\$ 11.82			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-136-P900-DEA	\$ 23.65			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-182-P900-DEA	\$ 23.65			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-193-P900-DEA	\$ 43.36			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-233-P900-DEA	\$ 11.83			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-243-P900-DEA	\$ 11.83			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N1J-8571-8573-ACCTLN-P900-2017-1238-244-P900-DEA	\$ 43.36			
	2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-	\$ 11.83			

ARIZONA STATE CONTRACT  
PURCHASE ORDER

LN/FY/Account Code	Dollar Amount
8573-ACCTLN-P900-2017-1238-307-- P900-DEA 2/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-336-P900-DEA	\$ 11.83
2/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-400-P900-DEA	\$ 11.83
2/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-417-P900-DEA	\$ 11.83
2/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-442-P900-DEA	\$ 11.83
2/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-513-P900-DEA	\$ 11.83
2/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-634-P900-DEA	\$ 11.83

TOTAL:       \$ 688.54

Approved By: Alice Shedd

Phone No.: (602) 364-0197



NICP Code Browse | My Account | Customer Service | About

Current Organizations Arizona Department of Economic Security November 18, 2016 11:54:56 AM MST

Home Home Documents Vendors

Quick Buy  Find It

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**Open Market Purchase Order ADES17-146297**

Status: JPCO - Closed

General Invoice Vendor Address Accounting Routing Attachments(5) Notes(3) Change Orders Reminders Summary

- System Warning(s)**
- Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2408)
  - Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2408)
  - Transaction Successful with the following warning: Total \$ Processed 1 :Failed 0 :Succeeded 1
  - Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2408)

**Header Information**

<b>Purchase Order Number:</b>	ADES17-146297	<b>Release Number:</b>	0	<b>Short Description:</b>	OIG_USA_FTGuard_Armo
<b>Status:</b>	JPCO - Closed	<b>Purchaser:</b>	Alice Shedd	<b>Receipt Method:</b>	Quantity
<b>Fiscal Year:</b>	2017	<b>PO Type:</b>	Open Market	<b>Minor Status:</b>	
<b>Organization:</b>	Arizona Department of Economic Security	<b>Location:</b>	1780 - Office of Special Investigations	<b>Type Code:</b>	
<b>Department:</b>	DEA1700 - DES Office of the Inspector General	<b>Entered Date:</b>	08/22/2016 01:54:08 PM	<b>Control Code:</b>	
<b>Alternate ID:</b>	PO0000147197	<b>Retainage %:</b>	0.00%	<b>Discount %:</b>	0.00%
<b>Days ARO:</b>	0	<b>Promised Date:</b>		<b>Print Dest Detail:</b>	If Different
<b>Required By Date:</b>	08/22/2016	<b>Tax Rate:</b>		<b>Actual Cost:</b>	\$888.54
<b>Pcard Enabled:</b>	No				
<b>Contact Instructions:</b>	Contact Francine Martinez at (602) 542-3355				
<b>Invoice Method:</b>	Three Way Match				
<b>Print Format:</b>					
<b>Ship-to Address:</b>	Internal Security 1789 W Jefferson St 4th Fl SE (MD 1722) Phoenix, AZ 85007-3202 US Email: OIGReceiving@azdes.gov Phone: (602)542-3340	<b>Bill-to Address:</b>	OIG Inspector General 1789 W Jefferson St 1st Floor NE (MD 17111) Phoenix, AZ 85007-3202 US Email: OIGReceiving@azdes.gov Phone: (602)542-3340		

**Master Blanket/Contract End Date (Maximum):**

**Project No.:**

**Special Purchase Types:**

**PLJ NUMBER:**

**Commodity Reference Id:** R00000198595

**PO External Doc Type:**

**Attachments:**

**Agency Files:** [PO T and Ca rev 1-10-11 Mail Drop Notes to Vendors 20160818.pdf](#), [Re justification for extra charges on ammo msa-1.pdf](#), [AZ OFS #3-Fed-1.pdf](#)

**Agency Forms:**

**Vendor Files:**

**Vendor Forms:**

**Notes:** 3 PCS SPLIT ADES17-00483399 & ADES17-00467384 DUE TO ACCOUNTING LINES. Returned - Needs to be a release requisition, not open market. Processed as open market bc of urgency. See attachments

**Primary Vendor Information & PO Terms**

**Vendor:** 9800089907 - SAN DIEGO POLICE EQUIPMENT CO. INC Preferred Delivery Method: Email

**Remit-to Address:** Ryan King  
8205-A Ronson Road  
San Diego, CA 92111  
US  
Email: rking@scandiegopoliceequipment.com  
Phone: (658)974-8530  
FAX: (658)974-8530

**Payment Terms:**

**Shipping Method:**

**Freight Terms:**

**PO Mailing Address:** Ryan King  
8205-A Ronson Road  
San Diego, CA 92111  
US  
Email: rking@scandiegopoliceequipment.com  
Phone: (658)974-8530  
FAX: (658)974-8530  
Id: 2871  
APN: n/a Id: 1-0001

**PO Acknowledgements:**

STATE OF ARIZONA  
PURCHASE ORDER TERMS AND CONDITIONS

Modification. No modification of the purchase order shall bind Buyer unless Buyer agrees to the modification in writing.

2. **Packing and Shipping.** Seller shall be responsible for industry standard packing which conform to requirements of carriers' tariffs and ICC regulations. Containers must be clearly marked as to lot number, destination address and purchase order number.

~~3. **Title and Risk of Loss.** The title and risk of loss of the goods shall not pass to Buyer until Buyer actually received the goods at the point of delivery.~~

4. **Invoice and Payment.** A separate invoice shall be issued for each shipment. No invoice shall be issued prior to shipment of goods and no payment will be made prior to receipt of goods and correct invoice. Payment due dates, including discount periods, will be computed from date of receipt of goods or date of receipt of correct invoice (whichever is later) to date Buyer's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes. The Buyer's obligation is payable solely from funds appropriated for the purpose of acquiring the goods or services referred to in this Purchase Order.

5. **Inspection.** All goods are subject to final inspection and acceptance by Buyer. Material failing to meet the requirements of this Purchase Order will be held at Seller's risk and may be returned to Seller. If so returned, the cost of transportation, unpacking, inspection, repacking, reshipping or other like expenses are the responsibility of the Seller.

**No Replacement of Defective Tender.** Every tender of goods must fully comply with all provisions of Purchase Order as the time of delivery, quantity, quality and the like. If a tender is made which does not fully conform, it shall constitute a breach and Seller shall not have the right to substitute a conforming tender.

7. **Force Majeure.** Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or conditions of the Purchase Order are delayed or prevented by any cause not within the control of the party whose performance is interfered with and which, by the exercise of reasonable diligence, that party is unable to prevent.

8. **Gratuities.** The Buyer may, by written notice to the Seller, cancel this Purchase Order if it is found by Buyer that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of the State of Arizona with a view toward securing an order or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with the respect to the performing, of such order. In the event this Purchase Order is cancelled by Buyer pursuant to this provision, Buyer shall be entitled in addition to any other rights and remedies to recover or withhold from the Seller the amount of the gratuity.

9. **Warranties.** Seller warrants that all goods delivered under this Purchase Order will conform to the requirements of this Purchase Order (including all applicable descriptions, specifications, drawings and samples) will be free from defects in material and workmanship and will be free from defects in design and fill for the intended purposes. Any inspection or acceptance of the goods by Buyer shall not alter or affect the obligations of Seller or the right of Buyer under the foregoing warranties.

10. **Assignment - Delegation.** No right or interest in this Purchase Order shall be assigned by Seller without the written permission of Buyer, and no delegation of any duty of Seller shall be made without permission of Buyer.

11. **Interpretation - Parole Evidence.** This Purchase Order is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this Purchase Order. Acceptance or acquiescence in a course of performance rendered under this Purchase Order shall not be relevant to determine the meaning of this Purchase Order even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in the Purchase Order the definition contained in the Code is to control.

12. **Non-Discrimination.** Seller agrees not to discriminate against any employee or applicant for employment in violation of the terms of Federal Executive Order 11246, State Executive Order No. 2009-09 and A.R.S. Section 41-1461 et seq.

13. **Indemnity.** Seller agrees to indemnify and save the Buyer harmless from any loss, damage or expense whatsoever resulting to the Buyer from any and all claims and demands on account of infringement or alleged infringement of any patent in connection with the manufacture or use of any product included in this Purchase Order and upon written request Seller will defend at its own cost the expense any legal action or suit against the Buyer involving any such alleged patent infringement, and will pay and satisfy any and all judgments or decrees rendered in any against such legal actions or suits. Seller will indemnify Buyer against all claims for damages to person or property resulting from defects in materials or workmanship.

14. **Liens.** All goods delivered and labor performed under this Purchase Order shall be free of all liens, and if Buyer requests, a formal release of all liens will be delivered to Buyer.

15. **Contract Number.** If an Arizona contract number appears on the face of this Purchase Order, the terms of that contract are incorporated herein by this reference.

16. **Taxes.** The State of Arizona is exempt from Federal Excise Tax.

17. **Conflict of Interest.** Pursuant of A.R.S. Section 38-511 this Purchase Order is subject to cancellation by the Buyer if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state is, at any time while the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

18. **Remedies and Applicable Law.** This Purchase Order shall be governed by, and Buyer and Seller shall have all remedies afforded each by, the Uniform Commercial Code as adopted in the State of Arizona except as otherwise provided in this Purchase Order or in statutes pertaining specifically to the State. This Purchase Order shall be governed by the law of the State of Arizona, and suits pertaining to this Purchase Order may be brought only in the courts of the State of Arizona.

19. **Arbitration.** The parties must use arbitration as required by A.R.S. Section 12-1513.

## Attention Vendors!

The Arizona Department of Economic Security (DES) is retiring the use of Site Codes as part of our delivery address. Effective May 2, 2016, ALL DES locations/offices will begin using a four-digit Mail Drop Code to better define delivery points within each office and complement both the ProcureAZ and AFIS systems.

---

### Example:

Arizona Department of Economic Security  
FAA District 1-West  
2455 S 7th St  
~~4624~~ MD or Mail Drop 3213  
Phoenix, AZ 85034-8518  
USA  
Email: [Procurement@azdes.gov](mailto:Procurement@azdes.gov)

Please note this change in DES delivery addresses and if a complete listing of all Mail Drop Codes is needed, please contact the BSA Help Desk and provide your current State Vendor Contract Number.

Phone: (602) 771-2640, option 1

E-Mail: +BSA Help Desk or [BSAHelpDesk@azdes.gov](mailto:BSAHelpDesk@azdes.gov)

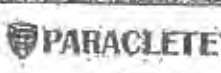
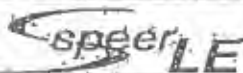




# SAN DIEGO POLICE EQUIPMENT CO. INC.

DATE: 09/03/16  
 EXPRESS: 09/03/16  
 TERMS: NET 30  
 QUOTED BY: RYAN

## QUOTE



TO: CAROL CANO	SHIP TO:
AGENCY: ARIZONA DES	ATTN:
PHONE: 602.642.3352	
FAX:	PO / REF#:
EMAIL: ccano@azdes.gov	AUTH BY:

TO PROCEED WITH ORDER AS QUOTED, PLEASE PROVIDE SHIPPING INFORMATION AND SIGN FORM

QTY	UNIT	PRODUCT CODE	DESCRIPTION	UNIT PRICE	EXT. PRICE
18	CSH006	FED-4E40R1	FEDERAL 40S&W 180GR FMJ	\$253.15	\$4,510.40
5	CS1000	FED-P40HST3	FEDERAL HST 40S&W 165GR JHP	\$354.76	\$1,679.60
1	CS1000	DCI-50743	SPEER LAWMAN 50SPL 125GR TMJ	\$294.38	\$294.38
1	CS1000	GCI-53720	SPEER GOLD DOT 38SPL 125GR GONP +P	\$364.18	\$364.18
* PRICES PER AZ STATE CONTRACT #ADSP014-067857.					

NOTES: FOR DEPARTMENT PURCHASE ONLY	SUBTOTAL:	\$6,572.74
We do not collect sales tax for the State of Arizona, please pay any tax due directly to the State.	TAX:	SEE NOTE
No freight charge for drop shipment from factory, unless lift gate service or inside delivery is required.	FREIGHT:	\$0.00
	TOTAL:	\$6,572.74

ALL ORDERS MUST BE SUBMITTED IN WRITING

San Diego Police Equipment Co. Inc., 8205-A Ronson Road, San Diego CA 92111  
 Phone: (858)974-3500 Toll Free: (800)367-6989 Fax: (858)974-8530  
 E-mail: Sales@SanDiegoPoliceEquipment.com

Martinez, Francine

---

From: Aquinde, Lora Mae,  
Sent: Wednesday, August 17, 2016 12:46 PM  
To: Shedd, Alice; Martinez, Francine  
Cc: Cano, Carol,  
Subject: Re: justification for extra charge on ammo

---

Okay. Thank you, Alice. My apologies, I wasn't aware of the situation.

Francine - please attach this email file to both requisitions and resubmit for approval. Thank you!

Thanks,  
LmA

On Aug 17, 2016, at 11:35, Shedd, Alice <[AShedd@azdes.gov](mailto:AShedd@azdes.gov)> wrote:

Hi Lora Mae,

Two Open Market PO's came in for ammo, I returned them because we could purchase these from the contract. Then I had a conversation with Carol telling me that these were done as an open market because of the urgency of receiving the Ammo, but the vendor could not charge us contracted pricing because it was not available and was coming from the warehouse ( I confirmed this with the vendor) and they are also charging shipping fees. So, I asked Carol to have Charlie write up an explanation as why these was necessary and send to Patty for approval. Justification is attached for your review.

Patty gave me a verbal approval, so I told them to proceed.  
Let me know if you would like us to do.

Thanks,  
Alice

---

From: Aquinde, Lora Mae,  
Sent: Wednesday, August 17, 2016 11:01 AM  
To: Shedd, Alice <[AShedd@azdes.gov](mailto:AShedd@azdes.gov)>  
Cc: Cano, Carol, <[ccano@azdes.gov](mailto:ccano@azdes.gov)>; Martinez, Francine <[FrancineMartinez@azdes.gov](mailto:FrancineMartinez@azdes.gov)>  
Subject: Re: justification for extra charge on ammo

Hi, Alice -

San Diego is a state-contracted vendor and we've purchased ammo from them last FY as a release. Is there a reason why you're recommending this as open market?

Thanks,  
LmA

On Aug 17, 2016, at 10:51, Martinez, Francine <[FrancineMartinez@azdes.gov](mailto:FrancineMartinez@azdes.gov)> wrote:

Lora Mae,

Alice Shedd indicated to create this as an open market. Please advise.

Open Market Requisition ADES17-00467384  
Open Market Requisition ADES17-00467487

Francine

---

**From:** Cano, Carol,  
**Sent:** Tuesday, August 16, 2016 7:30 AM  
**To:** Martinez, Francine <[FrancineMartinez@azdes.gov](mailto:FrancineMartinez@azdes.gov)>  
**Subject:** FW: justification for extra charge on ammo  
**Importance:** High

Can you please do an open market for this as soon as you get in?

Thank you,

Carol Cano  
Executive Assistant to  
Director of Security, Charles . Loftus  
DES Protective Services  
1789 W Jefferson, MD 1732  
Phoenix, AZ 85007  
602.542.3352 Desk

<image001.png>

**From:** Shedd, Alice  
**Sent:** Tuesday, August 16, 2016 7:27 AM  
**To:** Cano, Carol, <[ccano@azdes.gov](mailto:ccano@azdes.gov)>; Loftus, Charles <[CLoftus@azdes.gov](mailto:CLoftus@azdes.gov)>  
**Cc:** Martinez, Francine <[FrancineMartinez@azdes.gov](mailto:FrancineMartinez@azdes.gov)>; Clark, Patty <[PClark@azdes.gov](mailto:PClark@azdes.gov)>  
**Subject:** RE: justification for extra charge on ammo

Good Morning Charles and Carol,

Please go ahead and move forward on creating an Open Market Requisition for this purchase.

Please let me know if you need anything else.

*Thank you,*

*Alice*

*Alice Shedd*

Senior Procurement Specialist  
DES - Office of Procurement  
[ashedd@azdes.gov](mailto:ashedd@azdes.gov)

---

If you are a vendor with technical questions about submitting an offer in ProcureAZ, please contact the Help Desk by phone at 602-542-7600, Option 1, or by email at [procure@azdoa.gov](mailto:procure@azdoa.gov), Monday through Friday, 8:00 AM to 5:00 PM MST.

If you have questions regarding the content of a solicitation, please submit your question utilizing the Q&A Tab function as found in the original solicitation through ProcureAZ.

---

From: Cano, Carol  
Sent: Friday, August 12, 2016 11:13 AM  
To: Clark, Patty <[PClark@azdes.gov](mailto:PClark@azdes.gov)>  
Cc: Shedd, Alice <[AShedd@azdes.gov](mailto:AShedd@azdes.gov)>; Martinez, Francine <[FrancineMartinez@azdes.gov](mailto:FrancineMartinez@azdes.gov)>  
Subject: FW: justification for extra charge on ammo

Good Morning Patty,

Were you able to look at this justification from Charlie? We are still waiting for approval to go ahead with this request.

Thank you,

Carol . Cano  
Executive Assistant to  
Director of Security, Charles . Loftus  
DES Protective Services  
1789 W Jefferson, MD 1732  
Phoenix, AZ 85007  
602.542.3352 Desk

<image001.png>

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From: Loftus, Charles  
Sent: Tuesday, August 09, 2016 4:38 PM  
To: Giroux, Pamela, . <[PGiroux@azdes.gov](mailto:PGiroux@azdes.gov)>  
Cc: Cano, Carol, <[ccano@azdes.gov](mailto:ccano@azdes.gov)>; Aquinde, Lora Mae, <[LAquinde@azdes.gov](mailto:LAquinde@azdes.gov)>  
Subject: FW: justification for extra charge on ammo

Hello Pam,

We are looking at a 30-60 day delivery with the state bid. I have new officers starting on the 15th and 30th. We need to train them so this is the stop-gap order. I had to purchase the initial ammo a couple weeks ago with my personal Amex, I can do that again if needed, just let me know.

I hope this helps.

---

Charlie

---

From: Cano, Carol,  
Sent: Tuesday, August 09, 2016 2:54 PM  
To: Loftus, Charles <CLoftus@azdes.gov>  
Subject: justification for extra charge on ammo

Charlie,

Procurement is requesting a justification on the expedited ammo we are requesting due to the price not matching the contracted price. The justification has to come directly from you and its needs to be addressed to Pam Giroux. I have attached the 2 quotes that were returned.

Thank you,

Carol . Cano  
Executive Assistant to  
Director of Security, Charles . Loftus  
DES Protective Services  
1789 W Jefferson, MD 1732  
Phoenix, AZ 85007  
602.542.3352 Desk

<image001.png>

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NOTICE: This e-mail (and any attachments) may contain PRIVILEGED OR CONFIDENTIAL information and is intended only for the use of the specific individual(s) to whom it is addressed. It may contain information that is privileged and confidential under state and federal law. This information may be used or disclosed only in accordance with law, and you may be subject to penalties under law for improper use or further disclosure of the information in this e-mail and its attachments. If you have received this e-mail in error, please immediately notify the person named above by reply e-mail, and then delete the original e-mail. Thank you.

<mime-attachment>



# SAN DIEGO POLICE EQUIPMENT CO. INC.

DATE: 08/03/16  
EXPIRES: 09/03/16  
TERMS: NET 30  
QUOTED BY: RYAN

## QUOTE



TO: CAROL CANO	SHIP TO:
AGENCY: ARIZONA DES	ATTN:
PHONE: 602.542.3352	
FAX:	
EMAIL: ccano@azdes.gov	PO / REF#:
	AUTH BY:

TO PROCEED WITH ORDER AS QUOTED, PLEASE PROVIDE SHIPPING INFORMATION AND SIGN FORM

QTY	UNIT	PRODUCT CODE	DESCRIPTION	UNIT PRICE	EXT. PRICE
4	CS/1000	FED-AE9DP	FEDERAL 9MM 115GR FMJ	\$219.82	\$879.28
1	CS/1000	FED-P9HST2	FEDERAL HST 9MM 147GR JHP	\$303.54	\$303.54

NOTES: FOR DEPARTMENT PURCHASE ONLY  
We do not collect sales tax for the State of Arizona, please pay any tax due directly to the State.

SUBTOTAL:	\$1,182.82
TAX%:	SEE NOTE
FREIGHT:	\$100.00
TOTAL:	\$1,282.82

ALL ORDERS MUST BE SUBMITTED IN WRITING

San Diego Police Equipment Co. Inc., 8205-A Ronson Road, San Diego CA 92111  
Phone: (858)974-8500 Toll Free: (800)367-8989 Fax: (858)974-8530  
E-mail: Sales@Sandiegopoliceequipment.com



# SAN DIEGO POLICE EQUIPMENT CO. INC.

DATE: 08/03/16  
 EXPIRES: 09/03/16  
 TERMS: NET 30  
 QUOTED BY: RYAN

## QUOTE



TO: CAROL CAND	SHIP TO:
AGENCY: ARIZONA DES	ATTN:
PHONE: 602.542.3352	PO / REF#
FAX:	AUTH BY:
EMAIL: ccano@azdes.gov	

TO PROCEED WITH ORDER AS QUOTED, PLEASE PROVIDE SHIPPING INFORMATION AND SIGN FORM

QTY	UNIT	PRODUCT CODE	DESCRIPTION	UNIT PRICE	EXT. PRICE
4	CS/1000	FED-AE40R1	FEDERAL 40S&W 180GR FMJ	\$294.15	\$1,176.60

NOTES: FOR DEPARTMENT PURCHASE ONLY

We do not collect sales tax for the State of Arizona, please pay any tax due directly to the State

SUBTOTAL:	\$1,176.60
TAX%:	SEE NOTE
FREIGHT:	\$100.00
TOTAL:	\$1,276.60

ALL ORDERS MUST BE SUBMITTED IN WRITING

San Diego Police Equipment Co. Inc., 8205-A Ranson Road, San Diego CA 92111  
 Phone: (858)974-8500 Toll Free: (800)367-8989 Fax: (858)974-8530  
 E-mail: Sales@Sandiegopoliceequipment.com

# ARIZONA STATE CONTRACT PURCHASE ORDER

Purchase Order No.: ADES17-148222  
Organizational Reference No.: PO0000153314  
Issued: 09/09/2016

Vendor Number: 9000008907  
SAN DIEGO POLICE EQUIPMENT CO INC  
8205-A Ronson Road  
San Diego, CA 92111

Arizona Department of Economic Security  
Internal Security  
1789 W Jefferson St  
4th FL SE (MD 1732)  
Phoenix, AZ 85007-3202  
US  
Email: OIGReceiving@azdes.gov  
  
(602) 542-3340  
  
MAIL INVOICE IN DUPLICATE TO:  
Arizona Department of Economic Security  
OIG Inspector General  
1789 W Jefferson St  
1st Floor NE (MD 1711))  
Phoenix, AZ 85007-3202  
US  
Email: OIGReceiving@azdes.gov  
  
(602) 542-3340

Title: OIG_ISA_FTEguard_Ammo

The following documents make up the Contract and are incorporated herein by reference.

- PO T and Cs rev 1-10-11
- Mail Drop Notice to Vendors
- 2016080514004663D.pdf
- Re justification for extra charge on ammo.msg-2.pdf

Open Market Instructions  
TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order are incorporated herein by reference and become a part of this order.

Solicitation (Bid) No.:		Payment Terms: Shipping Terms: Delivery Calendar Day(s) A.R.O.: 0				
Item	Class-Item	Requisition	Quantity	Unit	Unit Price	Total



# ARIZONA STATE CONTRACT PURCHASE ORDER

Class-Item 680-04

FED-AE40R1 FEDERAL 40S&W 180GR FMJ .

LN/FY/Account Code	Dollar Amount
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-001-P900-DEA	\$ 489.08
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-021-P900-DEA	\$ 88.92
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-024-P900-DEA	\$ 88.92
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-033-P900-DEA	\$ 88.92
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-039-P900-DEA	\$ 88.92
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-060-P900-DEA	\$ 88.92
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-100-P900-DEA	\$ 266.77
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-102-P900-DEA	\$ 133.39
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-105-P900-DEA	\$ 133.39
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-118-P900-DEA	\$ 133.39
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-129-P900-DEA	\$ 133.39
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-136-P900-DEA	\$ 266.77
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-182-P900-DEA	\$ 266.77
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-193-P900-DEA	\$ 489.08
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-233-P900-DEA	\$ 133.39
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-243-P900-DEA	\$ 133.39
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-244-P900-DEA	\$ 489.08
1/17/2017-1252P90001-1252-	\$ 133.38

1

16.00      EA      \$ 263.15      \$ 4,446.18

ARIZONA STATE CONTRACT  
PURCHASE ORDER

LN/FY/Account Code	Dollar Amount
DE2000-2006-DE1N10-8571-8573- ACCTLN-P900-2017-1238-307- P900-DEA 1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-336-P900-DEA	\$ 133.38
1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-400-P900-DEA	\$ 133.38
1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-417-P900-DEA	\$ 133.38
1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-442-P900-DEA	\$ 133.39
1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-513-P900-DEA	\$ 133.39
1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8573-ACCTLN- P900-2017-1238-634-P900-DEA	\$ 133.39

# ARIZONA STATE CONTRACT PURCHASE ORDER

Class-Item 680-04

FED-P40HST3 FEDERAL HST 40S7W 165GR JHP

LN/EY/Account Code	Dollar Amount				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-001-P900-DEA	\$ 194.43				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-021-P900-DEA	\$ 35.35				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-024-P900-DEA	\$ 35.35				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-033-P900-DEA	\$ 35.35				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-039-P900-DEA	\$ 35.35				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-060-P900-DEA	\$ 35.35				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-100-P900-DEA	\$ 106.05				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-102-P900-DEA	\$ 53.03				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-105-P900-DEA	\$ 53.03	5.00	EA	\$ 334.76	\$ 1,767.53
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-118-P900-DEA	\$ 53.02				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-129-P900-DEA	\$ 53.02				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-136-P900-DEA	\$ 106.05				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-182-P900-DEA	\$ 106.05				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-193-P900-DEA	\$ 194.43				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-233-P900-DEA	\$ 53.02				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-243-P900-DEA	\$ 53.02				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-244-P900-DEA	\$ 194.43				
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-	\$ 53.02				

ARIZONA STATE CONTRACT  
PURCHASE ORDER

LN/FY/Account Code	Dollar Amount
8573-ACCTLN-P900-2017-1238-307-P900-DEA 2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-336-P900-DEA	\$ 53.03
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-400-P900-DEA	\$ 53.03
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-417-P900-DEA	\$ 53.03
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-442-P900-DEA	\$ 53.03
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-513-P900-DEA	\$ 53.03
2/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-634-P900-DEA	\$ 53.03

TOTAL:       \$ 6,213.71

Approved By: Alice Shedd  
Phone No.: (602) 364-0197



NIGP Code Browser | My Account | Customer Service | About

Current Organization: Arizona Department of Economic Security

November 18, 2016 11:34:18 AM MST

Basic Purchasing Department Access

Home Items Documents Vendors

Quick Buy Find It

Emilia Zombrie

Open Market Purchase Order ADES17-148222

Status: 3PCD - Closed

General Items Vendor Address Accounting Routing Attachments(4) Notes Change Order Reminders Summary

System Warning(s)

- Transaction Successful with the following warning: Total # Processed 1 :Failed 0 :Succeeded 1
- Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
- Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
- Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
- Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
- Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2408)
- Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2408)
- Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2408)
- Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)

Header Information

Purchase Order Number: ADES17-148222 Release Number: 0 Short Description: OIG_USA_FTEguard_Armo

Status: 3PCD - Closed Purchaser: Alica Shedd Receipt Method: Quantity

Fiscal Year: 2017 PO Type: Open Market Minor Status:

Organization: Arizona Department of Economic Security

Department: DEA1700 - DES Office of the Inspector General Location: 1780 - Office of Special Investigations Type Code:

Alternate ID: PO0000153314 Entered Date: 09/09/2016 02:01:50 PM Control Code:

Days ARD: 0 Retainage %: 0.00% Discount %: 0.00%

Required By Date: 09/09/2016 Promised Date: Print Dest Detail: If Different

Peard Enabled: No

Contact Instructions: Contact Francine Martinez at (502) 542-3355 Tax Rate: Actual Cost \$8,212.71

Invoice Method: Three Way Match

Print Format:

Ship-to Address: Inmat Security 1789 W Jefferson St 4th Fl SE (MD 1732) Phoenix, AZ 85007-3202 US Email: OIGReceiving@azdes.gov Phone: (602)542-3340

Bill-to Address: OIG Inspector General 1789 W Jefferson St 1st Floor NE (MD 1711)) Phoenix, AZ 85007-3202 US Email: OIGReceiving@azdes.gov Phone: (602)542-3340

Master Blanket/Contract End Date (Maximum):

Project No.:

Special Purchase Types:

PIJ NUMBER:

Commodity Reference Id: RC0000207754

PO External Doc Type:

Attachments

Agency Files:

PO T and Ca rev 1-10-11, Mail Drop Notice to Vendors, 20160885140946830.pdf, Re justification for extra charge on ammo mag-2.pdf

Agency Forms:

Vendor Files:

Vendor Forms:

Primary Vendor Information & PO Terms

Vendor: 2600004807 - SAN DIEGO POLICE EQUIPMENT CO INC Preferred Delivery Method: Email

Remit-to Address: Ryan King 6205-A Ronson Road San Diego, CA 92111 US Shipping Method: Freight Terms:

PO Mailing Address: sales@sandiegopoliceequipment.com Phone: (619)374-8500 FAX: (619)374-8530

STATE OF ARIZONA  
PURCHASE ORDER TERMS AND CONDITIONS

**Modification.** No modification of the purchase order shall bind Buyer unless Buyer agrees to the modification in writing.

2. **Packing and Shipping.** Seller shall be responsible for industry standard packing which conform to requirements of carriers' tariffs and ICC regulations. Containers must be clearly marked as to lot number, destination address and purchase order number.

3. **Title and Risk of Loss.** The title and risk of loss of the goods shall not pass to Buyer until Buyer actually received the goods at the point of delivery.

4. **Invoice and Payment.** A separate invoice shall be issued for each shipment. No invoice shall be issued prior to shipment of goods and no payment will be made prior to receipt of goods and correct invoice. Payment due dates, including discount periods, will be computed from date of receipt of goods or date of receipt of correct invoice (whichever is later) to date Buyer's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes. The Buyer's obligation is payable solely from funds appropriated for the purpose of acquiring the goods or services referred to in this Purchase Order.

5. **Inspection.** All goods are subject to final inspection and acceptance by Buyer. Material failing to meet the requirements of this Purchase Order will be held at Seller's risk and may be returned to Seller. If so returned, the cost of transportation, unpacking, inspection, repacking, reshipping or other like expenses are the responsibility of the Seller.

**No Replacement of Defective Tender.** Every tender of goods must fully comply with all provisions of Purchase Order as the time of delivery, quantity, quality and the like. If a tender is made which does not fully conform, it shall constitute a breach and Seller shall not have the right to substitute a conforming tender.

7. **Force Majeure.** Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or conditions of the Purchase Order are delayed or prevented by any cause not within the control of the party whose performance is interfered with and which, by the exercise of reasonable diligence, that party is unable to prevent.

8. **Gratuities.** The Buyer may, by written notice to the Seller, cancel this Purchase Order if it is found by Buyer that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of the State of Arizona with a view toward securing an order or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with the respect to the performing, of such order. In the event this Purchase Order is cancelled by Buyer pursuant to this provision, Buyer shall be entitled in addition to any other rights and remedies to recover or withhold from the Seller the amount of the gratuity.

9. **Warranties.** Seller warrants that all goods delivered under this Purchase Order will conform to the requirements of this Purchase Order (including all applicable descriptions, specifications, drawings and samples) will be free from defects in material and workmanship and will be free from defects in design and fill for the intended purposes. Any inspection or acceptance of the goods by Buyer shall not alter or affect the obligations of Seller or the right of Buyer under the foregoing warranties.

10. **Assignment – Delegation.** No right or interest in this Purchase Order shall be assigned by Seller without the written permission of Buyer, and no delegation of any duty of Seller shall be made without permission of Buyer.

11. **Interpretation – Parole Evidence.** This Purchase Order is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this Purchase Order. Acceptance or acquiescence in a course of performance rendered under this Purchase Order shall not be relevant to determine the meaning of this Purchase Order even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in the Purchase Order the definition contained in the Code is to control.

12. **Non-Discrimination.** Seller agrees not to discriminate against any employee or applicant for employment in violation of the terms of Federal Executive Order 11246, State Executive Order No. 2009-09 and A.R.S. Section 41-1461 et seq.

13. **Indemnity.** Seller agrees to indemnify and save the Buyer harmless from any loss, damage or expense whatsoever resulting to the Buyer from any and all claims and demands on account of infringement or alleged infringement of any patent in connection with the manufacture or use of any product included in this Purchase Order and upon written request Seller will defend at its own cost the expense any legal action or suit against the Buyer involving any such alleged patent infringement, and will pay and satisfy any and all judgments or decrees rendered in any against such legal actions or suits. Seller will indemnify Buyer against all claims for damages to person or property resulting from defects in materials or workmanship.

14. **Liens.** All goods delivered and labor performed under this Purchase Order shall be free of all liens, and if Buyer requests, a formal release of all liens will be delivered to Buyer.

15. **Contract Number.** If an Arizona contract number appears on the face of this Purchase Order, the terms of that contract are incorporated herein by this reference.

16. **Taxes.** The State of Arizona is exempt from Federal Excise Tax.

17. **Conflict of Interest.** Pursuant of A.R.S. Section 38-511 this Purchase Order is subject to cancellation by the Buyer if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state is, at any time while the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

18. **Remedies and Applicable Law.** This Purchase Order shall be governed by, and Buyer and Seller shall have all remedies afforded each by, the Uniform Commercial Code as adopted in the State of Arizona except as otherwise provided in this Purchase Order or in statutes pertaining specifically to the State. This Purchase Order shall be governed by the law of the State of Arizona, and suits pertaining to this Purchase Order may be brought only in the courts of the State of Arizona.

19. **Arbitration.** The parties must use arbitration as required by A.R.S. Section 12-1518.

## Attention Vendors!

The Arizona Department of Economic Security (DES) is retiring the use of Site Codes as part of our delivery address. Effective May 2, 2016, ALL DES locations/offices will begin using a four-digit Mail Drop Code to better define delivery points within each office and complement both the ProcureAZ and AFIS systems.

---

### Example:

Arizona Department of Economic Security  
FAA District West  
2455 S 7th St  
(024) Mail or Mail Drop 3213  
Phoenix, AZ 85034-6518  
USA  
Email: [cProcurement@azdes.gov](mailto:cProcurement@azdes.gov)

Please note this change in DES delivery addresses and if a complete listing of all Mail Drop Codes is needed, please contact the BSA Help Desk and provide your current State Vendor Contract Number.

Phone: (602) 771-2640, option 1

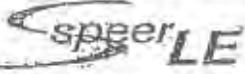
E-Mail: +BSA Help Desk or [BSAHelpDesk@azdes.gov](mailto:BSAHelpDesk@azdes.gov)



# SAN DIEGO POLICE EQUIPMENT CO. INC.

DATE: 08/03/16  
EXPIRES: 09/03/16  
TERMS: NET 90  
QUOTED BY: RYAN

## QUOTE



TO: CAROL CANO  
AGENCY: ARIZONA DES  
  
PHONE: 602.542.3352  
FAX:  
EMAIL: ccano@azides.gov

SHIP TO:  
ATTN:  
  
PO / REF:  
AUTH BY:

TO PROCEED WITH ORDER AS QUOTED, PLEASE PROVIDE SHIPPING INFORMATION AND SIGN FORM

QTY	UNIT	PRODUCT CODE	DESCRIPTION	UNIT PRICE	EXT. PRICE
10	CS/1000	FED-AE40R1	FEDERAL 40S&W 180GR FMJ	\$263.16	\$4,210.40
5	CS/1000	FED-P40HST3	FEDERAL NST 40S&W 165GR JHP	\$334.76	\$1,673.80
1	CS/1000	CCI-50729	SPEER LAWMAN 38SPL 125GR TMJ	\$294.36	\$294.36
1	CS/1000	CCI-53720	SPEER GOLD DOT 38SPL 125GR G&HP +P	\$394.18	\$394.18
* PRICES PER AZ STATE CONTRACT #ADSP014-057857					

NOTES: FOR DEPARTMENT PURCHASE ONLY  
We do not collect sales tax for the State of Arizona, please pay any tax due directly to the State.  
No freight charge for drop shipment from factory, unless lift gate service or inside delivery is required.

SUBTOTAL	\$5,572.74
TAX	SEE NOTE
FREIGHT	\$0.00
TOTAL	\$5,572.74

**ALL ORDERS MUST BE SUBMITTED IN WRITING**

San Diego Police Equipment Co. Inc., 8205-A Ronson Road, San Diego CA 92111  
Phone: (858)974-8500 Toll Free: (800)367-6959 Fax: (858)974-8530  
E-mail: Sales@Sandicgopoliceequipment.com



# ARIZONA STATE CONTRACT PURCHASE ORDER

Purchase Order No.: ADES17-148223  
Organizational Reference No.: PO0000153321  
Issued: 09/09/2016

Vendor Number: 9000008907  
SAN DIEGO POLICE EQUIPMENT CO INC  
8205-A Ronson Road  
San Diego, CA 92111

Arizona Department of Economic Security  
Internal Security  
1789 W Jefferson St  
4th FL SE (MD 1732)  
Phoenix, AZ 85007-3202  
US  
Email: OIGReceiving@azdes.gov  
  
(602) 542-3340

Title: OIG_ISA_FTEguard_Ammo

MAIL INVOICE IN DUPLICATE TO:  
Arizona Department of Economic Security  
OIG Inspector General  
1789 W Jefferson St  
1st Floor NE (MD 1711))  
Phoenix, AZ 85007-3202  
US  
Email: OIGReceiving@azdes.gov  
  
(602) 542-3340

The following documents make up the Contract and are incorporated herein by reference.

PO T and Cs rev 1-10-11  
Mail Drop Notice to Vendors  
20160805140027592.pdf

Open Market Instructions  
  
TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order are incorporated herein by reference and become a part of this order.

Solicitation (Bid) No.:				Payment Terms:		
				Shipping Terms:		
				Delivery Calendar Day(s) A.R.O.: 0		
Item	Class-Item	Requisition	Quantity	Unit	Unit Price	Total
1	Class-Item 680-04					
	FED-AE40R1 FEDERAL 40S&W 180GE FMJ					
	LN/FY/Account Code	Dollar Amount				
	1/17/2017-1732P10101-1732-DE2000-2006-DE1N8-8571-8573-ACCTLN-P101-2017-9100-P101-DEA	\$ 335.47		4.00	EA	\$ 294.15
	1/17/2017-1741P10101-1741-DE2000-2006-DE1N8-8571-8573-ACCTLN-P101-2017-9100-P101-DEA	\$ 410.02				
	1/17/2017-1751F59X02-1751-DE2000-2004-DE1N8-8571-8573-ACCTLN-F59-FFY16-1307-DEA	\$ 497.00				

# ARIZONA STATE CONTRACT PURCHASE ORDER

Class-Item 962-86					
FREIGHT					
	LN/FY/Account Code	Dollar Amount			
2	2/17/2017-1732P10101-1732-DE2000- 2006-DE1N8-8571-8573-ACCTLN- P101-2017-9100-P101-DEA	\$ 27.00	1.00	EA	\$ 100.00
	2/17/2017-1741P10101-1741-DE2000- 2006-DE1N8-8571-8573-ACCTLN- P101-2017-9100-P101-DEA	\$ 33.00			\$ 100.00
	2/17/2017-1751F59X02-1751-DE2000- 2004-DE1N8-8571-8573-ACCTLN-F59- -FFY16-1307-DEA	\$ 40.00			

TOTAL: \$ 1,342.49

Approved By: Alice Shedd

Phone No.: (602) 364-0197



NLEP Code Browser | My Account | Customer Service | About

Current Organization: Arizona Department of Economic Security

Basic Purchasing Department Access  
November 18, 2016 12:02:20 PM MST

Home Items Documents Vendors

Quick Buy  Find It

Entity Summary

**Open Market Purchase Order ADES17-148223**

Status: JPCR - Complete Receipt

General Items Vendor Address Accounting Routing Attachments(?) Notes(1) Change Orders Reminders Summary

**System Warning(s)**

- Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2403)
- Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2403)
- Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2403)
- Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
- Transaction Successful with the following warning: Total # Processed 1 ; Failed 0 ; Succeeded 1
- Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
- Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)

**Header Information**

<b>Purchase Order Number:</b>	ADES17-148223	<b>Release Number:</b>	0	<b>Short Description:</b>	OIG_JSA_FTEguard_Arma
<b>Status:</b>	JPCR - Complete Receipt	<b>Purchaser:</b>	Alice Shadd	<b>Receipt Method:</b>	Quantity
<b>Fiscal Year:</b>	2017	<b>PO Type:</b>	Open Market	<b>Minor Status:</b>	
<b>Organization:</b>	Arizona Department of Economic Security	<b>Location:</b>	1789 - Office of Special Investigations	<b>Type Code:</b>	
<b>Department:</b>	DEA1700 - DES Office of the Inspector General	<b>Entered Date:</b>	09/09/2016 02:11:32 PM	<b>Control Code:</b>	
<b>Alternate ID:</b>	PO000153321	<b>Retainage %:</b>	0.00%	<b>Discount %:</b>	0.00%
<b>Days ARD:</b>	0	<b>Promised Date:</b>		<b>Print Dest Detail:</b>	# Orders
<b>Required By Date:</b>	09/09/2016	<b>Tax Rate:</b>		<b>Actual Cost:</b>	\$1,342.49
<b>Pcard Enabled:</b>	No				
<b>Contact Instructions:</b>	Contact Francisca Martinez at (602) 542-3335				
<b>Invoice Method:</b>	Three Way Match				
<b>Print Format:</b>					
<b>Ship-to Address:</b>	Internal Security 1789 W Jefferson St 4th Fl SE (RD 1732) Phoenix, AZ 85007-3202 US Email: OIGReceiving@ades.gov Phone: (602)542-3340	<b>Bill-to Address:</b>	OIG Inspector General 1789 W Jefferson St 1st Floor NE (RD 1711) Phoenix, AZ 85007-3202 US Email: OIGReceiving@ades.gov Phone: (602)542-3340		

**Master Blanket/Contract End Date (Maximum):**

**Project No.:**

**Special Purchase Types:**

**PIJ NUMBER:**

**Commodity Reference Id:** R00000207758

**PO External Doc Type:** None

**Attachments**

**Agency Files:** [PO T and Ce rev 1-10-11, Mail Drop Notice to Vendors, 2016080214007597.pdf](#)

**Agency Forms:**

**Vendor Files:**

**Vendor Forms:**

**Notes:** Arma for OIG law enforcement personnel (not FTE security guard)

**Primary Vendor Information & PO Terms**

**Vendor:** 900095967 - SAN DIEGO POLICE EQUIPMENT CO INC Preferred Delivery Method: Email

**Remit-to Address:** Ryan King  
8205-A Rowson Road  
San Diego, CA 92111  
US  
Email: sales@sandiegopoliceequipment.com  
Phone: (618)974-8500  
FAX: (618)974-8530  
Alt: 2871  
Alternate Id: PCDU1

**Payment Terms:**  
**Shipping Terms:**

**Shipping Method:**  
**Freight Terms:**

**PO Mailing Address:** Ryan King  
8205-A Rowson Road  
San Diego, CA 92111  
US  
Email: sales@sandiegopoliceequipment.com  
Phone: (618)974-8500  
FAX: (618)974-8530  
Alt: 2871  
Alternate Id: PCDU1

STATE OF ARIZONA  
PURCHASE ORDER TERMS AND CONDITIONS

1. **Modification.** No modification of the purchase order shall bind Buyer unless Buyer agrees to the modification in writing.
2. **Packing and Shipping.** Seller shall be responsible for industry standard packing which conform to requirements of carriers' tariffs and ICC regulations. Containers must be clearly marked as to lot number, destination address and purchase order number.
3. **Title and Risk of Loss.** The title and risk of loss of the goods shall not pass to Buyer until Buyer actually received the goods at the point of delivery.
4. **Invoice and Payment.** A separate invoice shall be issued for each shipment. No invoice shall be issued prior to shipment of goods and no payment will be made prior to receipt of goods and correct invoice. Payment due dates, including discount periods, will be computed from date of receipt of goods or date of receipt of correct invoice (whichever is later) to date Buyer's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes. The Buyer's obligation is payable solely from funds appropriated for the purpose of acquiring the goods or services referred to in this Purchase Order.
5. **Inspection.** All goods are subject to final inspection and acceptance by Buyer. Material failing to meet the requirements of this Purchase Order will be held at Seller's risk and may be returned to Seller. If so returned, the cost of transportation, unpacking, inspection, repacking, reshipping or other like expenses are the responsibility of the Seller.
6. **No Replacement of Defective Tender.** Every tender of goods must fully comply with all provisions of Purchase Order as the time of delivery, quantity, quality and the like. If a tender is made which does not fully conform, it shall constitute a breach and Seller shall not have the right to substitute a conforming tender.
7. **Force Majeure.** Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or conditions of the Purchase Order are delayed or prevented by any cause not within the control of the party whose performance is interfered with and which, by the exercise of reasonable diligence, that party is unable to prevent.
8. **Gratuities.** The Buyer may, by written notice to the Seller, cancel this Purchase Order if it is found by Buyer that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of the State of Arizona with a view toward securing an order or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with the respect to the performing, of such order. In the event this Purchase Order is cancelled by Buyer pursuant to this provision, Buyer shall be entitled in addition to any other rights and remedies to recover or withhold from the Seller the amount of the gratuity.
9. **Warranties.** Seller warrants that all goods delivered under this Purchase Order will conform to the requirements of this Purchase Order (including all applicable descriptions, specifications, drawings and samples) will be free from defects in material and workmanship and will be free from defects in design and fill for the intended purposes. Any inspection or acceptance of the goods by Buyer shall not alter or affect the obligations of Seller or the right of Buyer under the foregoing warranties.
10. **Assignment - Delegation.** No right or interest in this Purchase Order shall be assigned by Seller without the written permission of Buyer, and no delegation of any duty of Seller shall be made without permission of Buyer.
11. **Interpretation - Parole Evidence.** This Purchase Order is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this Purchase Order. Acceptance or acquiescence in a course of performance rendered under this Purchase Order shall not be relevant to determine the meaning of this Purchase Order even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in the Purchase Order the definition contained in the Code is to control.
12. **Non-Discrimination.** Seller agrees not to discriminate against any employee or applicant for employment in violation of the terms of Federal Executive Order 11246, State Executive Order No. 2009-09 and A.R.S. Section 41-1461 et seq.
13. **Indemnity.** Seller agrees to indemnify and save the Buyer harmless from any loss, damage or expense whatsoever resulting to the Buyer from any and all claims and demands on account of infringement or alleged infringement of any patent in connection with the manufacture or use of any product included in this Purchase Order and upon written request Seller will defend at its own cost the expense any legal action or suit against the Buyer involving any such alleged patent infringement, and will pay and satisfy any and all judgments or decrees rendered in any against such legal actions or suits. Seller will indemnify Buyer against all claims for damages to person or property resulting from defects in materials or workmanship.
14. **Liens.** All goods delivered and labor performed under this Purchase Order shall be free of all liens, and if Buyer requests, a formal release of all liens will be delivered to Buyer.
15. **Contract Number.** If an Arizona contract number appears on the face of this Purchase Order, the terms of that contract are incorporated herein by this reference.
16. **Taxes.** The State of Arizona is exempt from Federal Excise Tax.
17. **Conflict of Interest.** Pursuant of A.R.S. Section 38-511 this Purchase Order is subject to cancellation by the Buyer if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state is, at any time while the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.
18. **Remedies and Applicable Law.** This Purchase Order shall be governed by, and Buyer and Seller shall have all remedies afforded each by, the Uniform Commercial Code as adopted in the State of Arizona except as otherwise provided in this Purchase Order or in statutes pertaining specifically to the State. This Purchase Order shall be governed by the law of the State of Arizona, and suits pertaining to this Purchase Order may be brought only in the courts of the State of Arizona.
19. **Arbitration.** The parties must use arbitration as required by A.R.S. Section 12-1518.

## Attention Vendors!

The Arizona Department of Economic Security (DES) is retiring the use of Site Codes as part of our delivery address. Effective May 2, 2016, ALL DES locations/offices will begin using a four-digit Mail Drop Code to better define delivery points within each office and complement both the ProcureAZ and AFIS systems.

---

### Example:

Arizona Department of Economic Security  
FAA District 7 West  
2455 S 7th St  
+BSA MP or Mail Drop 3213  
Phoenix, AZ 85034-6518  
USA  
Email: [eProcurement@azdes.gov](mailto:eProcurement@azdes.gov)

Please note this change in DES delivery addresses and if a complete listing of all Mail Drop Codes is needed, please contact the BSA Help Desk and provide your current State Vendor Contract Number.

Phone: (602) 771-2640, option 1

E-Mail: +BSA Help Desk or [BSAHelpDesk@azdes.gov](mailto:BSAHelpDesk@azdes.gov)



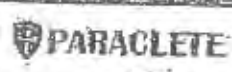
# SAN DIEGO POLICE EQUIPMENT CO. INC.

DATE: 08/03/16  
EXPIRES: 09/02/16  
TERMS: NET 30  
QUOTED BY: RYAN

## QUOTE



FEDERAL  
PREMIUM  
LAW ENFORCEMENT  
AMMUNITION



TO: CAROL CANO	SHIP TO:
AGENCY: ARIZONA DES	ATTN:
PHONE: 502.542.9352	
FAX:	PO / REF#:
EMAIL: ccano@azdes.gov	AUTH BY:

TO PROCEED WITH ORDER AS QUOTED, PLEASE PROVIDE SHIPPING INFORMATION AND SIGN FORM

QTY	UNIT	PRODUCT CODE	DESCRIPTION	UNIT PRICE	EXT PRICE
1	CS/1000	FED-AR40RT	FEDERAL 40S&W 180GR FMJ	\$294.15	\$1,176.60

NOTES: FOR DEPARTMENT PURCHASE ONLY  
We do not collect sales tax for the State of Arizona, please pay any tax due directly to the State.

SUBTOTAL:	\$1,176.60
TAX:	SEE NOTE
FREIGHT:	\$100.00
TOTAL:	\$1,276.60

ALL ORDERS MUST BE SUBMITTED IN WRITING

San Diego Police Equipment Co. Inc., 8205-A Ronson Road, San Diego CA 92111  
Phone: (858) 974-8500 Toll Free: (800) 367-8989 Fax: (858) 974-8500  
E-mail: Sales@SanDiegoPoliceEquipment.com

# ARIZONA STATE CONTRACT PURCHASE ORDER

Purchase Order No.: ADES17-150196  
Organizational Reference No.: PO0000160186  
Issued: 09/30/2016

Vendor Number: 000055581  
GANS INDUSTRIES LLC DBA ATOMIC  
1506 W WHISPERING WIND DRIVE  
SUITE 115  
PHOENIX, AZ 85085

Arizona Department of Economic Security  
Internal Security  
1789 W Jefferson St  
4th FL SE (MD 1732)  
Phoenix, AZ 85007-3202  
US  
Email: OIGReceiving@azdes.gov  
  
(602) 542-3340  
  
MAIL INVOICE IN DUPLICATE TO:  
Arizona Department of Economic Security  
OIG Inspector General  
1789 W Jefferson St  
1st Floor NE (MD 1711))  
Phoenix, AZ 85007-3202  
US  
Email: OIGReceiving@azdes.gov  
  
(602) 542-3340

Title: OIG_JSA_FTE_Training_Ammo

The following documents make up the Contract and are incorporated herein by reference.

PO T and Cs rev 1-10-11  
Mail Drop Notice to-Vendors  
Quote for Training Ammo from Atomic Ammo.pdf

Open Market Instructions  
  
TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order are incorporated herein by reference and become a part of this order.

Solicitation (Bid) No.:				Payment Terms:		
				Shipping Terms:		
				Delivery Calendar Day(s) A.R.O.: 0		
Item	Class-Item	Requisition	Quantity	Unit	Unit Price	Total
1	Class-Item 680-04  <i style="font-size: 1.2em; margin-left: 100px;">15,000 rounds</i>  9mm LE Special, 124 grain bonded hollow point in REMANUFACTURED CASES, \$325/1000 packed in 250 round value packs. 15,000=\$4,875 *LAW ENFORCEMENT SPECIAL AMMUNITION IS LOADED IN REMANUFACTURED CASES AND IS FOR TRAINING USE ONLY! LE SPECIAL AMMUNITION IS LOADED TO SIMULATE DUTY/SERVICE AMMUNITION. LE SPECIAL AMMO IS NOT FOR DUTY USE!		1.00	EA	\$ 4,875.00	\$ 4,875.00
LN/FY/Account Code 1/17/2017-1732P10101-1732-DE2000- 2006-DE1N8-8571-8573-ACCTLN- P101-2017-9100-P101-DEA		Dollar Amount \$ 4,875.00				

**ARIZONA STATE CONTRACT  
PURCHASE ORDER**

2	<p>Class-Item 680-04</p> <p align="center"><i>10,000 rounds</i></p> <p>40 S&amp;W LE Special*, 180 grain bonded hollow point in REMANUFACTURED CASES, \$350/1000 packed in 250 round value packs. 10,000=\$3,500                  *LAW ENFORCEMENT SPECIAL AMMUNITION IS LOADED IN REMANUFACTURED CASES AND IS FOR TRAINING USE ONLY! LE SPECIAL AMMUNITION IS LOADED TO SIMULATE DUTY/SERVICE AMMUNITION. LE SPECIAL AMMO IS NOT FOR DUTY USE!</p> <table border="1" data-bbox="204 598 779 714"> <thead> <tr> <th>LN/FY/Account Code</th> <th>Dollar Amount</th> </tr> </thead> <tbody> <tr> <td>2/17/2017-1732P10101-1732-DE2000-</td> <td>\$ 3,500.00</td> </tr> <tr> <td>2006-DE1NB-8571-8573-ACCTLN-</td> <td></td> </tr> <tr> <td>P101-2017-9100-P101-DEA</td> <td></td> </tr> </tbody> </table>	LN/FY/Account Code	Dollar Amount	2/17/2017-1732P10101-1732-DE2000-	\$ 3,500.00	2006-DE1NB-8571-8573-ACCTLN-		P101-2017-9100-P101-DEA		1.00	EA	\$ 3,500.00	\$ 3,500.00
LN/FY/Account Code	Dollar Amount												
2/17/2017-1732P10101-1732-DE2000-	\$ 3,500.00												
2006-DE1NB-8571-8573-ACCTLN-													
P101-2017-9100-P101-DEA													

**TOTAL: \$ 8,375.00**

Approved By: Tricia Olivas

Phone No.: (602) 542-4856



Cano, Carol,

---

To: Cano, Carol, (ccano@azdes.gov)  
Subject: FW: Request for Quote

From: rich gans (mailto:rich@atomicammo.com)  
Sent: Tuesday, September 27, 2016 3:20 PM  
To: Cano, Carol, <ccano@azdes.gov>  
Cc: Martinez, Francine <FrancineMartinez@azdes.gov>; 'Nate Gans' <nate@atomicammo.com>; Sombrlo, Emille <ESombrlo@azdes.gov>  
Subject: RE: Request for Quote

Carol,

Please find the revised quote below.

- 9mm LE Special*, 124 grain bonded hollow point in REMANUFACTURED CASES, \$325/1000 packed in 250 round value packs. 15,000=\$4,875
- 40 S&W LE Special*, 180 grain bonded hollow point in REMANUFACTURED CASES, \$350/1000 packed in 250 round value packs; 10,000=\$3,500

*LAW ENFORCEMENT SPECIAL AMMUNITION IS LOADED IN REMANUFACTURED CASES AND IS FOR TRAINING USE ONLY! LE SPECIAL AMMUNITION IS LOADED TO SIMULATE DUTY/SERVICE AMMUNITION. LE SPECIAL AMMO IS NOT FOR DUTY USE!

TOTAL QUOTE FOR TRAINING AMMUNITION= \$8,375.

Thank you.

Richard Gans  
President, Gans Industries LLC  
Dba Atomic Ammunition  
623.583.8888 O  
623.580.6822 F  
[www.atomicammo.com](http://www.atomicammo.com)



From: rich gans [mailto:rich@atomicammo.com]  
Sent: Friday, September 23, 2016 1:54 PM  
To: Sombro, Emille <ESombro@azdes.gov>; Cano, Carol, <ccano@azdes.gov>  
Cc: Martinez, Francine <FrancineMartinez@azdes.gov>; 'Nate Gans' <nate@atomicammo.com>  
Subject: RE: Request for Quote

Emille,

I believe that your agency, as part of the State of Arizona should be fully tax exempt for official purchases with Atomic Ammunition. Shipping or delivery is free on all order to one location of \$1000 or more.

Have a great weekend.

Rich

From: Sombro, Emille [mailto:ESombro@azdes.gov]  
Sent: Friday, September 23, 2016 12:53 PM  
To: rich gans <rich@atomicammo.com>; Cano, Carol, <ccano@azdes.gov>  
Cc: Martinez, Francine <FrancineMartinez@azdes.gov>; 'Nate Gans' <nate@atomicammo.com>  
Subject: RE: Request for Quote

Rich,

Does the quote include taxes and shipping?

Thank You,

*Emilie Sombrio*

Senior Procurement Specialist  
Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor, South Center, Mail Drop 1222  
Phoenix, Arizona 85007  
Phone: 602-542-4864  
Fax: 602-542-4496

For more information about DES Purchasing, please click [here](#).

To learn more about the Arizona Department of Economic Security please visit our web page [www.azdes.gov](http://www.azdes.gov)

If you are a vendor and interested in doing business with the State of Arizona, please visit <https://procure.az.gov/bsa/>

---

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**Sombrio, Emilie**

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**From:** Martínez, Francine  
**Sent:** Thursday, September 29, 2016 4:03 PM  
**To:** Sombrio, Emilie  
**Subject:** RE: Request for Quote

Ok thank you so much

---

**From:** Sombrio, Emilie  
**Sent:** Thursday, September 29, 2016 4:02 PM  
**To:** Martínez, Francine <FrancineMartinez@azdes.gov>  
**Subject:** RE: Request for Quote

Francine,

I do not see it either, let me email the vendor.....stay tuned ☺

Thank You,

*Emilie Sombrio*

Senior Procurement Specialist  
Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor South Center, Mail Drop 1222  
Phoenix, Arizona 85007  
Phone: 602-542-4864  
Fax: 602-542-4496

For more information about DES Purchasing, please click [here](#).

To learn more about the Arizona Department of Economic Security please visit our web page [www.azdes.gov](http://www.azdes.gov)

If you are a vendor and interested in doing business with the State of Arizona, please visit <https://procure.az.gov/bsa/>

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---

**From:** Martínez, Francine  
**Sent:** Thursday, September 29, 2016 3:53 PM  
**To:** Sombrio, Emilie <ESombrio@azdes.gov>  
**Subject:** FW: Request for Quote

Hi Emilie,

I'm creating the REQ for this quote. I'm not able to locate the vendor name Atomic Ammunition in the vendor search to put in the REQ, would you be able to give me the Vendor ID# for this?

Thank you,

Francine Martinez  
Administrative Assistant III to  
Director of Security, Charles A. Loftus Ph.D.  
DES Protective Services  
1789 W. Jefferson, MD 1732  
Phoenix, AZ 85007  
602-542-3355 desk



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From: Cano, Carol,  
Sent: Wednesday, September 28, 2016 2:31 PM  
To: Martinez, Francine <[FrancineMartinez@azdes.gov](mailto:FrancineMartinez@azdes.gov)>  
Subject: FW: Request for Quote

Francine,

Please create this PO and once you submit for approval.

Short Description-OIG_ISA_FTE_Training_Ammo  
Type-Open Market  
Vendor-Atomic Ammo  
QTY-see quote below  
Amount per - see quote below  
Line Item Description - see quote below  
Function Code - 1732P10101

Thank you,

Carol Cano  
Executive Assistant to  
Director of Security, Charles A. Loftus Ph.D.  
DES Protective Services  
1789 W Jefferson, MD 1732  
Phoenix, AZ 85007  
602.542.3352 Desk



From: rich gans [mailto:[rich@atomicammo.com](mailto:rich@atomicammo.com)]

Sent: Tuesday, September 27, 2016 3:20 PM

To: Cano, Carol, <[ccano@azdes.gov](mailto:ccano@azdes.gov)>

Cc: Martinez, Francine <[FrancineMartinez@azdes.gov](mailto:FrancineMartinez@azdes.gov)>; 'Nate Gans' <[nate@atomicammo.com](mailto:nate@atomicammo.com)>; Sombrio, Emilie <[ESombrio@azdes.gov](mailto:ESombrio@azdes.gov)>

Subject: RE: Request for Quote

Carol,

Please find the revised quote below.

- 9mm LE Special*, 124 grain bonded hollow point in REMANUFACTURED CASES, \$325/1000 packed in 250 round value packs. 15,000=\$4,875
- 40 S&W LE Special*, 180 grain bonded hollow point in REMANUFACTURED CASES, \$350/1000 packed in 250 round value packs. 10,000=\$3,500

AW ENFORCEMENT SPECIAL AMMUNITION IS LOADED IN REMANUFACTURED CASES AND IS FOR TRAINING USE ONLY! LE SPECIAL AMMUNITION IS LOADED TO SIMULATE DUTY/SERVICE AMMUNITION. LE SPECIAL AMMO IS NOT FOR DUTY USE!

TOTAL QUOTE FOR TRAINING AMMUNITION= \$8,375.

Thank you.

Richard Gans  
President, Gans Industries LLC  
Dba Atomic Ammunition  
623.580.8888 O  
623.580.6822 F  
[www.atomicammo.com](http://www.atomicammo.com)



---

From: Cano, Carol, [mailto:ccano@azdes.gov]  
Sent: Tuesday, September 27, 2016 12:44 PM  
To: rich gans <rich@atomicammo.com>  
Cc: Martinez, Francine <FrancineMartinez@azdes.gov>; 'Nate Gans' <nate@atomicammo.com>; Sombrio, Emilie <ESombrio@azdes.gov>  
Subject: RE: Request for Quote

Good Afternoon Rich,

I apologize for the confusion but there seems to be a mistake on what I requested. We do not need 20,000 of the 9mm we only need 15,000. Can you please send me a fresh quote for 15,000 of the 9mm and 10,000 of the 40 S&W?

Thank you,

Carol .Cano  
Executive Assistant to  
Director of Security, Charles A. Loftus Ph.D.  
DES Protective Services  
1789 W Jefferson, MD 1732  
Phoenix, AZ 85007  
602.542.3352 Desk



---

From: rich gans [mailto:rich@atomicammo.com]  
Sent: Friday, September 23, 2016 12:51 PM  
To: Cano, Carol, <ccano@azdes.gov>  
Cc: Martinez, Francine <FrancineMartinez@azdes.gov>; 'Nate Gans' <nate@atomicammo.com>; Sombrio, Emilie <ESombrio@azdes.gov>  
Subject: RE: Request for Quote

Carol,

Please find the revised quote below.

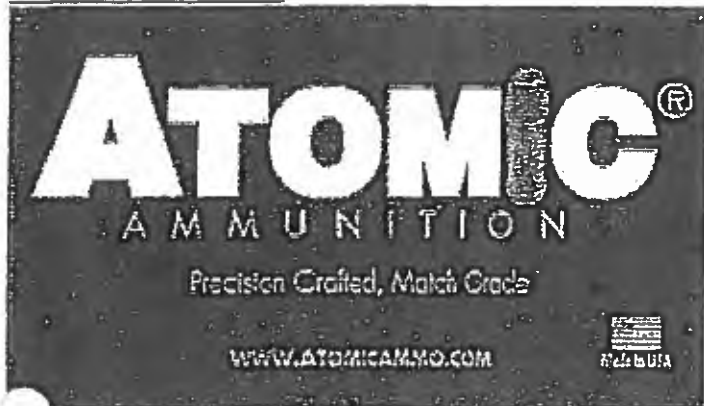
- 9mm LE Special*, 124 grain bonded hollow point in REMANUFACTURED CASES, \$325/1000 packed in 250 round value packs. 20,000=\$6,500
- 40 S&W LE Special*, 180 grain bonded hollow point in REMANUFACTURED CASES, \$350/1000 packed in 250 round value packs. 10,000=\$3,500

*LAW ENFORCEMENT SPECIAL AMMUNITION IS LOADED IN REMANUFACTURED CASES AND IS FOR TRAINING USE ONLY! LE SPECIAL AMMUNITION IS LOADED TO SIMULATE DUTY/SERVICE AMMUNITION. LE SPECIAL AMMO IS NOT FOR DUTY USE!

AL QUOTE FOR TRAINING AMMUNITION= \$10,000.

Thank you.

Richard Gans  
President, Gans Industries LLC  
Dba Atomic Ammunition  
623.580.8888 O  
623.580.6822 F  
[www.atomicammo.com](http://www.atomicammo.com)



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From: Cano, Carol, [mailto:[ccano@azdes.gov](mailto:ccano@azdes.gov)]  
Sent: Friday, September 23, 2016 12:22 PM  
To: [rich@atomicammo.com](mailto:rich@atomicammo.com)  
Cc: Martinez, Francine <[FrancineMartinez@azdes.gov](mailto:FrancineMartinez@azdes.gov)>  
Subject: FW: Request for Quote

Good Afternoon Richard,

We need to add an additional 5,000 rounds of 9mm LE Special and will not need the 45 ACP LE Special at this time can I request a new quote for the following please?

- 9mm LE Special*, 124 grain bonded hollow point in REMANUFACTURED CASES, \$325/1000 packed in 250 round value packs. 15,000=\$3,250
- 40 S&W LE Special*, 180 grain bonded hollow point in REMANUFACTURED CASES, \$350/1000 packed in 250 round value packs. 10,000=\$3,500

Thank you,

Carol L. Cano  
Executive Assistant to  
Director of Security, Charles Loftus Ph.D.



DES Protective Services  
1789 W Jefferson, MD 1732  
Phoenix, AZ 85007  
602.542.3352 Desk



---

From: Sombrio, Emilie  
Sent: Friday, September 23, 2016 11:54 AM  
To: Cano, Carol, <[ccano@azdes.gov](mailto:ccano@azdes.gov)>  
Cc: Loftus, Charles <[CLoftus@azdes.gov](mailto:CLoftus@azdes.gov)>  
Subject: RE: Request for Quote

Carol,

Good Moring, can you please enter in an open market requisition for Atomic ammunitions using the email quote below of 9mm and 40 S&W. Please let me know if you have any questions.

Thank You,

*Emilie Sombrio*

Senior Procurement Specialist  
Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor South Center, Mail Drop 1222  
Phoenix, Arizona 85007  
Phone: 602-542-4864  
Fax: 602-542-4496

For more information about DES Purchasing, please click [here](#).

To learn more about the Arizona Department of Economic Security please visit our web page [www.azdes.gov](http://www.azdes.gov)

If you are a vendor and interested in doing business with the State of Arizona, please visit <https://procure.az.gov/bsol/>

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---

From: rich gans [<mailto:rich@atomicammo.com>]  
Sent: Thursday, September 22, 2016 12:42 PM  
To: Sombrio, Emilie <[ESombrio@azdes.gov](mailto:ESombrio@azdes.gov)>

Cc: 'Nate Gans' <nate@atomicammo.com>; 'Jerod Johnson' <jerod@atomicammo.com>  
Subject: RE: Request for Quote

Emilie,

Thank you for the email. Please find your itemized quote below for Atomic Ammunitions LE Special training ammunition. I am including current pricing for 45 ACP LE Special training ammunition as well as my records show that we have provided that product to State of Arizona in the past.

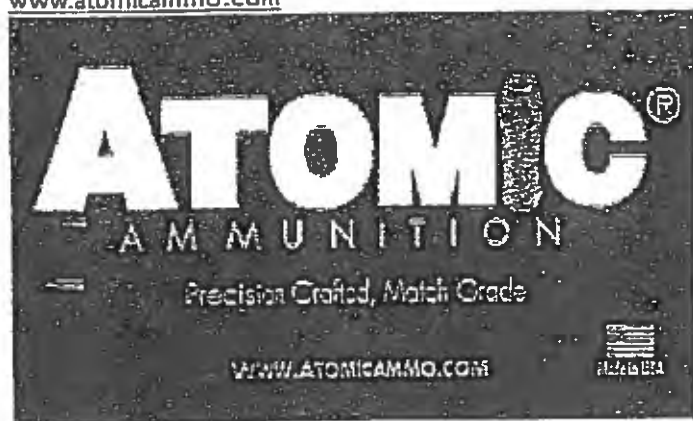
- 9mm LE Special*, 124 grain bonded hollow point in REMANUFACTURED CASES, \$325/1000 packed in 250 round value packs. 10,000=\$3,250
- 40 S&W LE Special*, 180 grain bonded hollow point in REMANUFACTURED CASES, \$350/1000 packed in 250 round value packs. 10,000=\$3,500
- 45 ACP LE Special*, 230 grain bonded hollow point in REMANUFACTURED CASES, \$375/1000 packed in 200 round value packs. 1,000=\$375

*LAW ENFORCEMENT SPECIAL AMMUNITION IS LOADED IN REMANUFACTURED CASES AND IS FOR TRAINING USE ONLY! LE SPECIAL AMMUNITION IS LOADED TO SIMULATE DUTY/SERVICE AMMUNITION. LE SPECIAL AMMO IS NOT FOR DUTY USE!

I would like to earn your agency's business for duty ammunition as well. Please let me know what DES' requirements are for duty/service ammunition for handguns and rifles and we will create a quote for that as well.

Thank you.

Richard Gans  
President, Gans Industries LLC  
Db a Atomic Ammunition  
623.580.8888 O  
623.580.6822 F  
[www.atomicammo.com](http://www.atomicammo.com)



From: Sombrio, Emilie [mailto:ESombrio@azdes.gov]  
Sent: Thursday, September 22, 2016 12:10 PM

To: [dealersales@atomicammo.com](mailto:dealersales@atomicammo.com)

Subject: Request for Quote

Good Afternoon,

I'm needing a quote for remanufactured ammunition for our Department.

10,000 rounds of 9mm

10,000 rounds of 40 S&W

Thank You,

*Emilie Sombrio*

Senior Procurement Specialist  
Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor South Center, Mail Drop 1222  
Phoenix, Arizona 85007  
Phone: 602-542-4864  
Fax: 602-542-4496

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Sombrio, Emilie

---

**From:** rich gans <rich@atomicammo.com>  
**Sent:** Tuesday, September 27, 2016 3:20 PM  
**To:** Cano, Carol,  
**Cc:** Martinez, Francine; 'Nate Gans'; Sombrio, Emilie  
**Subject:** RE: Request for Quote

Carol,

Please find the revised quote below.

- 9mm LE Special*, 124 grain bonded hollow point in REMANUFACTURED CASES, \$325/1000 packed in 250 round value packs. 15,000=\$4,875
- 40 S&W LE Special*, 180 grain bonded hollow point in REMANUFACTURED CASES, \$350/1000 packed in 250 round value packs. 10,000=\$3,500

*LAW ENFORCEMENT SPECIAL AMMUNITION IS LOADED IN REMANUFACTURED CASES AND IS FOR TRAINING USE ONLY! LE SPECIAL AMMUNITION IS LOADED TO SIMULATE DUTY/SERVICE AMMUNITION. LE SPECIAL AMMO IS NOT FOR DUTY USE!

TOTAL QUOTE FOR TRAINING AMMUNITION= \$8,375.

Thank you.

Richard Gans  
President, Gans Industries LLC  
Dbas Atomic Ammunition  
623.580.8888 O  
623.580.6822 F  
[www.atomicammo.com](http://www.atomicammo.com)



**From:** Cano, Carol, [mailto:ccano@azdes.gov]  
**Sent:** Tuesday, September 27, 2016 12:44 PM

To: rich gans <rich@atomicammo.com>  
Cc: Martinez, Francine <FrancineMartinez@azdes.gov>; 'Nate Gans' <nate@atomicammo.com>; Sombrio, Emilie <ESombrio@azdes.gov>  
Subject: RE: Request for Quote

Good Afternoon Rich,

I apologize for the confusion but there seems to be a mistake on what I requested. We do not need 20,000 of the 9mm we only need 15,000. Can you please send me a fresh quote for 15,000 of the 9mm and 10,000 of the 40 S&W?

Thank you,

Carol Cano  
Executive Assistant to  
Director of Security, Charles Loftus Ph.D.  
DES Protective Services  
1789 W Jefferson, MD 1732  
Phoenix, AZ 85007  
602.542.3352 Desk



---

From: rich gans [<mailto:rich@atomicammo.com>]  
Sent: Friday, September 23, 2016 12:51 PM  
To: Cano, Carol, <[ccano@azdes.gov](mailto:ccano@azdes.gov)>  
Cc: Martinez, Francine <[FrancineMartinez@azdes.gov](mailto:FrancineMartinez@azdes.gov)>; 'Nate Gans' <[nate@atomicammo.com](mailto:nate@atomicammo.com)>; Sombrio, Emilie <[ESombrio@azdes.gov](mailto:ESombrio@azdes.gov)>  
Subject: RE: Request for Quote

Carol,

Please find the revised quote below.

- 9mm LE Special*, 124 grain bonded hollow point in REMANUFACTURED CASES, \$325/1000 packed in 250 round value packs. 20,000=\$6,500
- 40 S&W LE Special*, 180 grain bonded hollow point in REMANUFACTURED CASES, \$350/1000 packed in 250 round value packs. 10,000=\$3,500

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TOTAL QUOTE FOR TRAINING AMMUNITION= \$10,000.

Thank you.

Richard Gans  
President, Gans Industries LLC  
Dba Atomic Ammunition  
623.580.8888 O  
623.580.6822 F  
[www.atomicammo.com](http://www.atomicammo.com)



---

From: Cano, Carol, [\[mailto:ccano@azdes.gov\]](mailto:ccano@azdes.gov)  
Date: Friday, September 23, 2016 12:22 PM  
To: [rich@atomicammo.com](mailto:rich@atomicammo.com)  
Cc: Martinez, Francine <[FrancineMartinez@azdes.gov](mailto:FrancineMartinez@azdes.gov)>  
Subject: FW: Request for Quote

Good Afternoon Richard,

We need to add an additional 5,000 rounds of 9mm LE Special and will not need the 45 ACP LE Special at this time can I request a new quote for the following please?

- 9mm LE Special*, 124 grain bonded hollow point in REMANUFACTURED CASES, \$325/1000 packed in 250 round value packs. 15,000=\$3,250
- 40 S&W LE Special*, 180 grain bonded hollow point in REMANUFACTURED CASES, \$350/1000 packed in 250 round value packs. 10,000=\$3,500

Thank you,

Carol Cano  
Executive Assistant to  
Director of Security, Charles Loftus Ph.D.  
Protective Services  
1789 W Jefferson, MD 1732  
Phoenix, AZ 85007  
602.542.3352 Desk



---

From: Sombrio, Emilie  
Sent: Friday, September 23, 2016 11:54 AM  
To: Cano, Carol, <[ccano@azdes.gov](mailto:ccano@azdes.gov)>  
Cc: Loftus, Charles <[CLoftus@azdes.gov](mailto:CLoftus@azdes.gov)>  
Subject: RE: Request for Quote

Carol,

Good Moring, can you please enter in an open market requisition for Atomic ammunitions using the email quote below of 9mm and 40 S&W. Please let me know if you have any questions.

Thank You,

*Emilie Sombrio*

Senior Procurement Specialist  
Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor South Center, Mail Drop 1222  
Phoenix, Arizona 85007  
Phone: 602-542-4864  
Fax: 602-542-4496

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---

From: rich gans [<mailto:rich@atomicammo.com>]  
Sent: Thursday, September 22, 2016 12:42 PM  
To: Sombrio, Emilie <[ESombrio@azdes.gov](mailto:ESombrio@azdes.gov)>  
Cc: 'Nate Gans' <[nate@atomicammo.com](mailto:nate@atomicammo.com)>; 'Jerod Johnson' <[jerod@atomicammo.com](mailto:jerod@atomicammo.com)>  
Subject: RE: Request for Quote

Emilie,

Thank you for the email. Please find your itemized quote below for Atomic Ammunitions LE Special training ammunition. I am including current pricing for 45 ACP LE Special training ammunition as well as my records show that have provided that product to State of Arizona in the past.

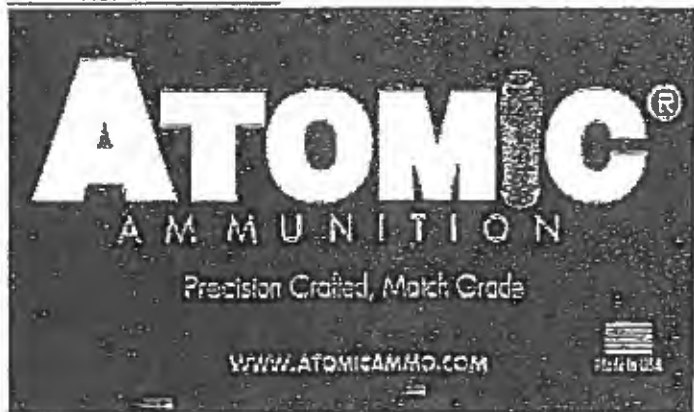
- 9mm LE Special*, 124 grain bonded hollow point in REMANUFACTURED CASES, \$325/1000 packed in 250 round value packs. 10,000=\$3,250
- 40 S&W LE Special*, 180 grain bonded hollow point in REMANUFACTURED CASES, \$350/1000 packed in 250 round value packs. 10,000=\$3,500
- 45 ACP LE Special*, 230 grain bonded hollow point in REMANUFACTURED CASES, \$375/1000 packed in 200 round value packs. 1,000=\$375

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I would like to earn your agency's business for duty ammunition as well. Please let me know what DES' requirements are for duty/service ammunition for handguns and rifles and we will create a quote for that as well.

Thank you.

Richard Gans  
President, Gans Industries LLC  
a Atomic Ammunition  
.580.8888 O  
623.580.6822 F  
[www.atomicammo.com](http://www.atomicammo.com)



---

From: Sombrio, Emilie [<mailto:ESombrio@azdes.gov>]  
Sent: Thursday, September 22, 2016 12:10 PM  
To: [dealersales@atomicammo.com](mailto:dealersales@atomicammo.com)  
Subject: Request for Quote

Good Afternoon,

I'm needing a quote for remanufactured ammunition for our Department.



10,000 rounds of 9mm  
10,000 rounds of 40 S&W

Thank You,

*Emilie Sombrio*

Senior Procurement Specialist  
Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor South Center, Mail Drop 1222  
Phoenix, Arizona 85007  
Phone: 602-542-4864  
Fax: 602-542-4496

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---

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Sombrio, Emilie

---

From: Loftus, Charles  
Sent: Thursday, September 22, 2016 1:59 PM  
To: Sombrio, Emilie  
Cc: Foldesh, William, (Bill)  
Subject: RE: Request for Quote

---

Let me check.

Bill, would 10000 .40 cal practice rounds carry OIG through to July 2017?

Charlie

---

From: Sombrio, Emilie  
Sent: Thursday, September 22, 2016 12:43 PM  
To: Loftus, Charles <CLoftus@azdes.gov>  
Subject: FW: Request for Quote

Charles,

The quotes for ammo is below how would you like to proceed?

Thank You,

*Emilie Sombrio*

Senior Procurement Specialist  
Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor South Center, Mail Drop 1222  
Phoenix, Arizona 85007  
Phone: 602-542-4864  
Fax: 602-542-4496

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---

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From: rich gans [mailto:rich@atomicammo.com]  
Sent: Thursday, September 22, 2016 12:42 PM  
To: Sombrio, Emilie <ESombrio@azdes.gov>  
Cc: 'Nate Gans' <nate@atomicammo.com>; 'Jerod Johnson' <jerod@atomicammo.com>  
Subject: RE: Request for Quote

Emilie,

Thank you for the email. Please find your itemized quote below for Atomic Ammunitions LE Special training ammunition. I am including current pricing for 45 ACP LE Special training ammunition as well as my records show that we have provided that product to State of Arizona in the past.

- 9mm LE Special*, 124 grain bonded hollow point in REMANUFACTURED CASES, \$325/1000 packed in 250 round value packs. 10,000=\$3,250
- 40 S&W LE Special*, 180 grain bonded hollow point in REMANUFACTURED CASES, \$350/1000 packed in 250 round value packs. 10,000=\$3,500
- 45 ACP LE Special*, 230 grain bonded hollow point in REMANUFACTURED CASES, \$375/1000 packed in 200 round value packs. 1,000=\$375

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I would like to earn your agency's business for duty ammunition as well. Please let me know what DES' requirements are for duty/service ammunition for handguns and rifles and we will create a quote for that as well.

Thank you.

Richard Gans  
President, Gans Industries LLC  
Dba Atomic Ammunition  
623.580.8888 O  
623.580.6822 F  
[www.atomicammo.com](http://www.atomicammo.com)



From: Sombrio, Emilie [mailto:ESombrio@azdes.gov]

Date: Thursday, September 22, 2016 12:10 PM

dealersales@atomicammo.com

Subject: Request for Quote

Good Afternoon,

I'm needing a quote for remanufactured ammunition for our Department.

10,000 rounds of 9mm

10,000 rounds of 40 S&W

Thank You,

*Emilie Sombrio*

Senior Procurement Specialist

Arizona Department of Economic Security

Office of Procurement

1789 W. Jefferson Street

4th Floor South Center, Mail Drop 1222

Phoenix, Arizona 85007

Phone: 602-542-4864

Fax: 602-542-4496

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Sombrio, Emilie

---

**From:** Loftus, Charles  
**Sent:** Tuesday, September 13, 2016 4:40 PM  
**To:** Sombrio, Emilie  
**Subject:** RE: Remanufactured Ammunition

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

5K .40 S&W 9mm

---

**From:** Sombrio, Emilie  
**Sent:** Monday, September 12, 2016 12:53 PM  
**To:** Loftus, Charles <CLoftus@azdes.gov>  
**Subject:** RE: Remanufactured Ammunition

Charles,

I forgot how many rounds you need for the 40 S&W and 9mm, please advise so I can get an accurate quote.

Thank You,

*Emilie Sombrio*

Senior Procurement Specialist  
Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor South Center, Mail Drop 1222  
Phoenix, Arizona 85007  
Phone: 602-542-4864  
Fax: 602-542-4496

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---

From: Loftus, Charles  
Sent: Friday, September 02, 2016 5:28 PM  
To: Sombrio, Emilie <[ESombrio@azdes.gov](mailto:ESombrio@azdes.gov)>  
Subject: RE: Remanufactured Ammunition

9mm and 40

What are you still doing here? You have dogs waiting for you at home

---

From: Sombrio, Emilie  
Sent: Friday, September 02, 2016 5:23 PM  
To: Loftus, Charles <[CLoftus@azdes.gov](mailto:CLoftus@azdes.gov)>  
Subject: RE: Remanufactured Ammunition

Charles,

Which options would you like a quote on?

Thank You,

*Emilie Sombrio*

Senior Procurement Specialist  
Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor South Center, Mail Drop 1222  
Phoenix, Arizona 85007  
Phone: 602-542-4864  
Fax: 602-542-4496

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---

From: Loftus, Charles  
Sent: Friday, September 02, 2016 5:21 PM  
To: Sombrio, Emilie <[ESombrio@azdes.gov](mailto:ESombrio@azdes.gov)>  
Subject: RE: Remanufactured Ammunition

Very good prices

From: Sombrio, Emilie  
Date: Friday, September 02, 2016 12:24 PM  
To: Loftus, Charles <CLoftus@azdes.gov>  
Subject: Remanufactured Ammunition

Charles,

I have attached the link for Atomic Ammunition please review and advise if this would be acceptable for training.

<http://atomicammunition.com/subsonicandall/reman.html>

Thank You,

*Emilie Sombrio*

Senior Procurement Specialist  
Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor South Center, Mail Drop 1222  
Phoenix, Arizona 85007  
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ARIZONA DEPARTMENT ECONOMIC SECURITY

PAYMENT VOUCHER

DOCUMENT NO.			BUD FY	TOTAL FOR CONTINUATION PAGES	DOCUMENT TOTAL
1. CODE	2. DEPT	3.	4.	5A.	5B.
	DEA	20IG0033	10 17		\$ 328.00

VENDOR CODE	VENDOR CUSTOMER NO.	ADD CD	VENDOR NAME	VENDOR ADDRESS (No., Street, City, State, ZIP)
			Charlie Loftus	1789 W. Jefferson St Phoenix, AZ 85007

PV ACCOUNTING LINE							
LN NO.	ENCUMBRANCE REF NUMBER		FUNCTION	DEPT OBJ	PPC	LOC NO.	VENDOR INVOICE
10.	CODE	NUMBER	LN	14.	15.	16.	17.
01				1732P10101	7599		
DESCRIPTION 19.				TASK ORD CD		21. DATES OF SERVICE (MM-DD-YY)	
9MM 115GR MC - <i>Urgent Request for Ammunition for FTE guards</i>				20.		FROM	TO
						07-28-16	07-28-16
						AMOUNT 22.	
						\$ 328.00	

LN NO.	ENCUMBRANCE REF NUMBER		FUNCTION	DEPT OBJ	PPC	LOC NO.	VENDOR INVOICE
	CODE	NUMBER	LN				NUMBER
02							
DESCRIPTION 19.				TASK ORD CD		DATES OF SERVICE (MM-DD-YY)	
						FROM	TO
						AMOUNT	
						\$	

LN NO.	ENCUMBRANCE REF NUMBER		FUNCTION	DEPT OBJ	PPC	LOC NO.	VENDOR INVOICE
	CODE	NUMBER	LN				NUMBER
03							
DESCRIPTION 19.				TASK ORD CD		DATES OF SERVICE (MM-DD-YY)	
						FROM	TO
						AMOUNT	
						\$	

LN NO.	ENCUMBRANCE REF NUMBER		FUNCTION	DEPT OBJ	PPC	LOC NO.	VENDOR INVOICE
	CODE	NUMBER	LN				NUMBER
04							
DESCRIPTION 19.				TASK ORD CD		DATES OF SERVICE (MM-DD-YY)	
						FROM	TO
						AMOUNT	
						\$	

I/We hereby certify under penalty of perjury that the items involved above have been received and inspected, that the quantities are as stated and the condition is satisfactory, that I/we have examined this claim, that the expenditure is for valid public purpose and that funds have been appropriated or are otherwise available for payment of this claim, and that if the available funds are from a federal grant, contract or source, this claim is allowable under the terms of such grant, contract or source, and payment of the amount claimed is hereby approved.	PREPARED BY	PHONE NO.	DATE
	23.		08/09/2016
	APPROVED BY	PHONE NO.	DATE
	24.		8/19/2016



**CALIFORNIA OFFICE**

655 BERRY STREET, SUITE H  
 BREA, CA 92821  
 TEL: (714) 257-9095  
 FAX: (714) 257-9076

{ PLEASE REMIT PAYMENT TO  
 CORPORATE ADDRESS BELOW }

**PROFORCE**  
**LAW ENFORCEMENT**

INVOICE NO.	PAGE
281433	1
INVOICE DATE	
07/28/16	



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AZ DEPT OF ECONOMIC SECURITY  
 DES ACCOUNTS PAYABLE  
 PO BOX 6123, SITE CODE 830A2  
 PHOENIX AZ 85005-6123

S  
 H  
 I  
 P  
 T  
 O

AZ DES INTERNAL SECURITY  
 1789 W JEFFERSON ST  
 4TH FL SE (MD 1732)  
 PHOENIX AZ 85007-3202

ORDER NO



ORDER #	ORD DATE	CUST #	LOC	SLM	PURCHASE ORDER #	SHIP VIA	FRT
320360	07/28/16	035180	A	020		PL-Letter/Leave	
QTY ORDER/B.O	QTY SHIP/RETURN	ITEM #	DESCRIPTION	UNIT PRICE	UOM DISC.	NET PRICE	
4	4	L9MM3BC/ REM UMC CART 9MM 115GR MC 350RD BUCKET (23635)		82.00	EA .00	328.00	
<p><i>Recd 7-28-2016 nd Lj</i></p>							
<p><b>COMMENT</b>                  Sale *3004 \$348.83 TX#1647346783</p> <p><b>PAYMENT TERMS</b> Credit Card                  FORM 4473 NA</p>						<p><b>SALES AMOUNT</b> 328.00  <b>MISC CHARGES</b> .00  <b>HANDLING</b> .00  <b>SALES TAX</b> 20.83  <b>TOTAL</b> 348.83  <b>AMOUNT RECEIVED</b>  <b>BALANCE DUE</b> 348.83CR                  .00</p>	

**PLEASE REMIT PAYMENT TO CORPORATE OFFICE AT:**

3009 N. HIGHWAY 89 PRESCOTT, AZ 86301  
 TEL: 928 776 7192 FAX: 928 445 3468 EMAIL: SALES@PROFORCEONLINE.COM WWW.PROFORCEONLINE.COM

PAYMENT VOUCHER

DOCUMENT NO.			BUD FY	TOTAL FOR CONTINUATION PAGES	DOCUMENT TOTAL
CODE 1.	DEPT 2.	3. <b>2OIG0044</b>	4. <b>17</b>	5A.	5B. <b>\$ 491.37</b>
VENDOR CODE					

VENDOR CUSTOMER NO. 6.	ADD CD 7.	VENDOR NAME 8. <b>Charlie Loftus</b>	VENDOR ADDRESS (No., Street, City, State, ZIP) 9. <b>1789 West Jefferson Street</b>
---------------------------	--------------	--------------------------------------------	-------------------------------------------------------------------------------------------

PV ACCOUNTING LINE									
LN NO.	ENCUMBRANCE REF NUMBER			FUNCTION	DEPT OBJ	PPC	LOC NO.	VENDOR INVOICE	
10.	CODE 11.	NUMBER 12.	LN 13.	14.	15.	16.	17.	NUMBER 1d.	
<b>01</b>				<b>1732P10101</b>	<b>7599</b>			<b>6394</b>	
DESCRIPTION 19. <b>9MM 115GR FMJ/500-Ammunition from Cabelas</b>							TASK ORD CD 20.	21. DATES OF SERVICE (MM-DD-YY) FROM TO	AMOUNT 22.
								<b>09-01-2016 09-01-2016</b>	<b>\$ 491.37</b>

LN NO.	ENCUMBRANCE REF NUMBER			FUNCTION	DEPT OBJ	PPC	LOC NO.	VENDOR INVOICE	
10.	CODE 11.	NUMBER 12.	LN 13.	14.	15.	16.	17.	NUMBER 1d.	
<b>02</b>									
DESCRIPTION 19.							TASK ORD CD 20.	21. DATES OF SERVICE (MM-DD-YY) FROM TO	AMOUNT 22.
									\$

LN NO.	ENCUMBRANCE REF NUMBER			FUNCTION	DEPT OBJ	PPC	LOC NO.	VENDOR INVOICE	
10.	CODE 11.	NUMBER 12.	LN 13.	14.	15.	16.	17.	NUMBER 1d.	
<b>03</b>									
DESCRIPTION 19.							TASK ORD CD 20.	21. DATES OF SERVICE (MM-DD-YY) FROM TO	AMOUNT 22.
									\$

LN NO.	ENCUMBRANCE REF NUMBER			FUNCTION	DEPT OBJ	PPC	LOC NO.	VENDOR INVOICE	
10.	CODE 11.	NUMBER 12.	LN 13.	14.	15.	16.	17.	NUMBER 1d.	
<b>04</b>									
DESCRIPTION 19.							TASK ORD CD 20.	21. DATES OF SERVICE (MM-DD-YY) FROM TO	AMOUNT 22.
									\$

<p>I/We hereby certify under penalty of perjury that the items involved above have been received and inspected, that the quantities are as stated and the condition is satisfactory, that I/we have examined this claim, that the expenditure is for valid public purpose and that funds have been appropriated or are otherwise available for payment of this claim, and that if the available funds are from a federal grant, contract or source, this claim is allowable under the terms of such grant, contract or source, and payment of the amount claimed is hereby approved.</p>	<p>PREPARED BY 23.</p> <p>APPROVED BY 24.</p>	<p>PHONE NO.</p> <p>PHONE NO.</p>	<p>DATE <b>9/1/16</b></p> <p>DATE <b>9/8/16</b></p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------	-----------------------------------	-------------------------------------------------------------

# Cabela's

WORLD'S FOREMOST OUTFITTER

9380 W. Glendale Ave.  
(623) 872-6700

ST#00015 RG# 007 TR# 6394 9/01/2016

004183501 9MM 1156R FNJ/500 .1T \$149.99  
UPC# 000000020892222038

Age Has Been Verified

Original Price: \$169.99

004183501 9MM 1156R FNJ/500 1T \$149.99  
UPC# 000000020892222038

Age Has Been Verified

Original Price: \$169.99

004183501 9MM 1156R FNJ/500 1T \$149.99  
UPC# 000000020892222038

Age Has Been Verified

Original Price: \$169.99

Subtotal	\$449.97
Tax	\$41.40
Total	\$491.37
Visa	\$491.37

Acct#  
Auth#

General Sales and Use \$41.40

CLUB Visa Points Available: \$30.30

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1-888-675-7668

For Career Opportunities

## Christopher Luebkin

---

**From:** Clark, Patty <PClark@azdes.gov>  
**Sent:** Wednesday, December 21, 2016 5:32 PM  
**To:** Christopher Luebkin  
**Subject:** FW: Purchase Orders  
**Attachments:** 201612211628.pdf; 201612201800.pdf

Chris – this is the second email with the PO that was not on your list. I have also attached the excel sheet for your convenience.

Patty

**From:** Clark, Patty  
**Sent:** Wednesday, December 21, 2016 5:29 PM  
**To:** 'Christopher Luebkin' <CLuebkin@AZDPS.GOV>  
**Subject:** RE: Purchase Orders

Hi Chris - attached are all of the PO for the list below. I will be sending you a separate email with a PO that was not on your list but on the excel spreadsheet. Maybe this will help with the discrepancy. Also the only reason for sending a separate emails is because I did not name each attachments. Sorry

Please let me know if you have any additional questions.

Patty

**Patty Clark , CPPB**  
**Chief Procurement Officer**  
Department of Economic Security  
Office of Procurement – Mail drop 1222  
1789 W. Jefferson St., 4th Floor  
Phoenix, AZ 85007  
Direct: (602) 364-0205  
[pclark@azdes.gov](mailto:pclark@azdes.gov)

If you are a vendor with technical questions about submitting an offer in ProcureAZ, please contact the Help Desk by phone at 602-542-7600, Option 1, or by email at [procure@azdoa.gov](mailto:procure@azdoa.gov), Monday through Friday, 8:00 AM to 5:00 PM MST. If you have questions regarding the content of a solicitation, please submit your question utilizing the Q&A Tab function as found in the original solicitation through ProcureAZ.

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**From:** Christopher Luebkin [<mailto:CLuebkin@AZDPS.GOV>]  
**Sent:** Tuesday, December 20, 2016 6:20 PM  
**To:** Clark, Patty <[PClark@azdes.gov](mailto:PClark@azdes.gov)>  
**Subject:** Re: Purchase Orders

Thanks Patty,

The spreadsheet definitely doesn't account for all of the ammo purchased. We took custody of 84,500 rounds of ammo on November 23, and DES personnel used over 19,000 rounds this year in training. But the spreadsheet only accounts for 85,000.

I'm hoping that you will be able to clear up the discrepancies by comparing the PO numbers that I gave you with records showing what we received from the vendors.

Sent from my iPhone

On Dec 20, 2016, at 18:08, Clark, Patty <[PClark@azdes.gov](mailto:PClark@azdes.gov)> wrote:

Good evening Chris,

Attached is the spreadsheet that I spoke to over the phone. I will also get you copies for the PO's if needed.

Patty

**Patty Clark , CPPB**  
**Chief Procurement Officer**  
Department of Economic Security  
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**From:** Christopher Luebkin [<mailto:CLuebkin@AZDPS.GOV>]  
**Sent:** Tuesday, December 20, 2016 4:00 PM

To: Clark, Patty <[PClark@azdes.gov](mailto:PClark@azdes.gov)>

Subject: Purchase Orders

Hi Patty,

The ammunition purchase orders that I need to reconcile with the actual delivery to DES are as follows:

**12/16/15, PO #ADSP014-067857:56 (San Diego Police Supply)**

**03/25/16, PO #ADES16-128417 (ProForce)**

**04/20/16, PO #ADES16-131205 (ProForce)**

**08/22/16, PO #ADES17-145288 (San Diego Police Supply)**

**08/22/16, PO #ADES17-146297 (San Diego Police Supply)**

**09/09/16, PO #ADES17-148222 (San Diego Police Supply)**

**09/09/16, PO #ADES17-148223 (San Diego Police Supply)**

**09/30/16, PO #ADES17-150196 (Gans Industries)**

Thanks,

Chris

**Chris Luebkin, Inspector**  
**Arizona State Troopers**  
**Special Operations Unit**  
**602.223.2692 (desk)**

[CLuebkin@azdps.gov](mailto:CLuebkin@azdps.gov)

<201612201800.pdf>

## Christopher Luebkin

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**Sent:** Wednesday, December 21, 2016 5:29 PM  
**To:** Christopher Luebkin  
**Subject:** RE: Purchase Orders  
**Attachments:** 201612211633.pdf; 201612211632.pdf; 201612211631.pdf; 201612211630.pdf; 201612211630.pdf; 201612211630.pdf; 201612211629.pdf; 201612211628.pdf

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Patty

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08/22/16, PO #ADES17-146288 (San Diego Police Supply)

08/22/16, PO #ADES17-146297 (San Diego Police Supply)

09/09/16, PO #ADES17-148222 (San Diego Police Supply)

09/09/16, PO #ADES17-148223 (San Diego Police Supply)

09/30/16, PO #ADES17-150196 (Gans Industries)

Thanks,

Chris

**Chris Luebkin, Inspector**  
Arizona State Troopers  
Special Operations Unit  
602.223.2692 (desk)

[CLuebkin@azdps.gov](mailto:CLuebkin@azdps.gov)

<201612201800.pdf>

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**Attachments:** 201612201800.pdf

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Arizona State Troopers  
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602.223.2692 (desk)

[CLuebkin@azdps.gov](mailto:CLuebkin@azdps.gov)

### OIG AMMUNITION PURCHASES

Date of PO	Vendor Name	Contract No.	PO #	Description	Qty	#	Qty	Receipt #	Received	Receiver	Invoice	Total
					Ordered	of Rounds	Received		By	Date		
3/25/2016	Proforce Marketing Inc.		ADES16-128417	AMMO	10	500	10	0602925	Esther De La Fuente	3/30/2016	268789	201.91
3/25/2016	Proforce Marketing Inc.		ADES16-128417	AMMO	4	500	4	0602925	Esther De La Fuente	3/30/2016	268789	121.15
3/25/2016	Proforce Marketing Inc.		ADES16-128417	AMMO	6	500	6	0602925	Esther De La Fuente	3/30/2016	268789	201.91
3/25/2016	Proforce Marketing Inc.		ADES16-128417	AMMO	10	500	10	0602925	Esther De La Fuente	3/30/2016	268789	60.71
4/20/2016	Proforce Marketing Inc.		ADES16-131205	AMMO	14	500	14	0622899	Renee Chavez-Tyoran	4/21/2016	271752	435.14
4/20/2016	Proforce Marketing Inc.		ADES16-131205	AMMO	20	500	20	0624846	Renee Chavez-Tyoran	4/25/2016	271812	292.69
12/16/2015	San Diego Police		ADSP014-067867-56	AMMO	1	1000	1		Never received	1	Never Invoiced	
8/9/16	San Diego Police	ADSP014-067867	ADSP014-067867-94	AMMO	16	16000	16	0766933	Esther De La Fuente	10/19/2016	624754	\$2,546.10
8/9/16	San Diego Police	ADSP014-067867	ADSP014-067867-94	AMMO	9	9000	9	0773905	Esther De La Fuente	10/28/2016	624988	\$3,276.00
8/22/16	San Diego Police	ADSP014-067867	ADES17-146288	AMMO	4	4000	4	0737796	Esther De La Fuente	9/12/2016	624266	\$928.52
8/22/16	San Diego Police	ADSP014-067867	ADES17-146288	AMMO	1	1000	1	0737796	Esther De La Fuente	9/12/2016	624266	\$320.54
8/22/16	San Diego Police	ADSP014-067867	ADES17-146297	AMMO	1	1000	1	0737789	Esther De La Fuente	9/12/2016	624262	\$294.36
8/22/16	San Diego Police	ADSP014-067867	ADES17-146297	AMMO	1	1000	1	0737789	Esther De La Fuente	9/12/2016	624262	\$394.18
9/9/16	San Diego Police	ADSP014-067867	ADES17-148222	AMMO	16	16000	16	0766950	Esther De La Fuente	10/19/2016	624680	\$4,210.40
9/9/16	San Diego Police	ADSP014-067867	ADES17-148222	AMMO	5	5000	5	0766950	Esther De La Fuente	10/19/2016	624680	\$1,673.80
9/9/16	San Diego Police	ADSP014-067867	ADES17-148223	AMMO	4	4000	4	0783633	Esther De La Fuente	11/9/2016	624441	\$1,242.49
9/30/16	Gans Industry LLC		ADES17-150196	Training AMMO	1	15000	1	0782882	Esther De La Fuente	11/9/2016	ADES001	\$4,875.00
9/30/16	Gans Industry LLC		ADES17-150196	Training AMMO	1	10000	1	0782882	Esther De La Fuente	11/9/2016	ADES001	\$3,500.00

86000 Total Ordered  
 -1000 Not received  
 85000 Total Received

### Ammunition

Vendor	Units Purchased	Expenditure	
<u>San Diego Police</u>			
ADES17-146288	5,000	\$ 1,249.06	Received but not paid in PAZ
ADES17-146297	2,000	\$ 688.54	
ADES17-148222	21,000	\$ 6,213.71	
ADSP014-067867:94	25,000	\$ 6,148.98	Not on OP spreadsheet
ADES17-148223	4,000	\$ 1,322.21	
Total San Diego Police	57,000	\$ 15,622.50	
<u>Gans Industry LLC</u>			
ADES17-150196	25,000	\$ 8,375.00	
Gans Industry LLC Total	25,000	\$ 8,375.00	
<u>Employee Reimbursements</u>			
Charles Loftus (Proforce)	1,400	\$ 348.83	
Charles Loftus (Cabela's)	1,500	\$ 491.37	
Total Employee Reimbursements	2,900	\$ 840.20	
<b>Total Ammunition</b>	<b>84,900</b>	<b>\$ 24,837.70</b>	

### Firearms

Vendor	Units Purchased	Expenditure	
<u>Proforce Marketing</u>			
ADES16-122472	3	\$ 1,086.88	FY 1016
ADSP015-090359:41	35	\$ 10,874.29	Only paid for 25
ADSP015-090359:47	15	\$ 6,524.57	
ADES17-148812	3	\$ 1,304.91	
Total Proforce Marketing	56	\$ 19,790.65	
<b>Total Firearms</b>	<b>56</b>	<b>\$ 19,790.65</b>	
<b>Combined Cost</b>		<b>\$ 44,628.35</b>	

**Total by Contract**

Contract #	Vendor	Amt
ADSP014-067864	Clyde Armory Inc	\$ 73,165.72
ADSP014-067865	RUAG AMMOTEC USA, INC	\$ 61,758.27
ADSP014-067866	DIAMONDBACK POLICE SUPPLY CO INC	\$ 159,039.68
ADSP014-067867	SAN DIEGO POLICE EQUIPMENT CO INC	\$ 1,548,714.32
<b>Total</b>		<b>\$ 1,842,677.99</b>

**Total by F**

FY
FY14
FY15
FY16
FY17
<b>Total</b>

**fiscal Year**

Amt	
\$	46,523.09
\$	1,057,158.05
\$	656,708.65
\$	82,288.20
\$	<b>1,842,677.99</b>

**Total by Agency**

State Agency	Amt
ATTORNEY GENERAL (DEPT OF LAW)	\$ 19,420.57
DEPT OF AGRICULTURE	\$ 3,700.09
DEPT OF CORRECTIONS	\$ 604,887.51
DEPT OF ECONOMIC SECURITY	\$ 6,148.98
DEPT OF EMERGENCY AND MILITARY A	\$ 8,106.07
DEPT OF GAMING	\$ 2,787.27
DEPT OF PUBLIC SAFETY	\$ 1,162,136.19
DEPT OF REVENUE	\$ 1,032.32
DEPT OF TRANSPORTATION	\$ 18,900.75
PARKS BOARD	\$ 15,558.24
<b>Total</b>	<b>\$ 1,842,677.99</b>

**Subject:** RE: Ammo Shipments to AZ DES  
**Date:** Wednesday, January 4, 2017 at 10:24:20 AM Mountain Standard Time  
**From:** Frank Berberich  
**To:** Christopher Luebkin  
**Attachments:** DPSDES AMMO 01-04-17.pdf

No problem Christopher,

There were actually three invoices associated with those purchase orders: Invoice # 268789, 271752, and 271812. I have attached all three invoices for your review. These invoices list the caliber, grain; quantity and ship date of the ammo in question. Please feel free to give me a call if you have questions or require additional information.

Thanks,

**Frank Berberich**  
ProForce Law Enforcement  
Inside Sales Representative for Arizona & New Mexico

[Frank.Berberich@proforceonline.com](mailto:Frank.Berberich@proforceonline.com)

(800) 367-5855 AZ Support Center Toll Free  
(928)445-3468 AZ FAX

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---

**From:** Christopher Luebkin [mailto:CLuebkin@AZDPS.GOV]  
**Sent:** Wednesday, January 04, 2017 10:00 AM  
**To:** Frank Berberich  
**Subject:** Ammo Shipments to AZ DES

Hello Mr. Berberich,

I've been assigned to conduct an audit of several ammunition purchases made by the Arizona Department of Economic Security during 2016. Two of these purchases were made from ProForce. I'm trying to determine how much ammunition was shipped to DES under the below listed purchase orders. Could you please provide the following information reference these purchase orders?

PO #ADES16-128417, 03/25/2016  
PO #ADES16-131205, 04/20/2016

- How many rounds of ammunition shipped from ProForce to DES
- Calibers of ammunition purchased and shipped
- Dates that the items shipped
- Dates that the items were received by DES if provided to you by the shipping company



- To your knowledge were all items shipped received by DES

Thank you for your assistance in this matter. Should you have any questions, please don't hesitate to contact me by email at [CLuebkin@azdps.gov](mailto:CLuebkin@azdps.gov), or by phone at

Respectfully,

**Chris Luebkin, Inspector**  
Arizona State Troopers  
Special Operations Unit

[CLuebkin@azdps.gov](mailto:CLuebkin@azdps.gov)

# PROFORCE LAW ENFORCEMENT

3009 North Highway 89 Prescott, AZ 86301  
 Tel: (928) 776-1192 Fax: (928) 410-3168  
 email@proforceonline.com www.proforceonline.com

## INVOICE

268789	1
03/23/16	



AZ DEPT OF ECONOMIC SECURITY  
 DES ACCOUNTS PAYABLE  
 PO BOX 6123, SITE CODE 830A2  
 PHOENIX AZ 85005-6123

AZ DEPT OF ECONOMIC SECURITY  
 OFC OF SPECIAL INVESTIGATIONS  
 2200 N CENTRAL AVE SUITE# 301  
 PHOENIX AZ 85004

ORDER #	ORD. DATE	CUST #	LOC.	SIM.	PURCHASE ORDER NO.	SHIP VIA	TRM.
303631	03/23/16	035180	A	020	ADES16-128417	PL-Letter/Leave	

ORDER/B.O.	SHIP/RETURN	ITEM NO./DESC.	UNIT PRICE	DISC.	NET PRICE
------------	-------------	----------------	------------	-------	-----------

ORDER/B.O.	SHIP/RETURN	ITEM NO./DESC.	UNIT PRICE	DISC.	NET PRICE
500	10	10 L9MM9/ REM UMC CART 9MM 147GR MC 50RD/BX 10BX/CS (23732)	18.99	EA .00	189.90
200	4	4 L9MM3/ REM UMC CART 9MM 115GR MC 50RD/BX 10BX/CS	14.24	EA .00	56.96
300	6	6 L9MM2/ REM UMC CART 9MM 124GR MC 50RD/BX 10BX/CS	18.99	EA .00	113.94
500	10	10 L38S11/ REM UMC 38 130GR MC 50RDS/BX 10BX/CS	18.99	EA .00	189.90

[OIGReceiving@azdes.gov](mailto:OIGReceiving@azdes.gov)

COMMENT  
 P/L CHIEF AZBILL/PRICING PER MM  
 THANK YOU FOR CHOOSING PROFORCE  
 BY FRANK BERBERICH  
 PAYMENT TERMS DUE NET 30 DAYS  
 FORM 4478 NA

SALES AMOUNT	550.70
C.O.D. FEE	.00
HANDLING	.00
SALES TAX	34.98
TOTAL	585.68
CR/PAYMENT	.00
AMOUNT DUE	585.68

# PROFORCE LAW ENFORCEMENT

3009 North Highway 89 Prescott, AZ 86301  
 Tel: (928) 776-1192 Fax: (928) 415-3168  
 sales@proforceonline.com www.proforceonline.com

## INVOICE

INVOICE #	PAGE
271752	1
INVOICE DATE	
04/20/16	



AZ DEPT OF ECONOMIC SECURITY  
 DES ACCOUNTS PAYABLE  
 PO BOX 6123, SITE CODE 830A2  
 PHOENIX AZ 85005-6123

AZ DEPT OF ECONOMIC SECURITY  
 1789 W JEFFERSON STREET  
 1ST FLOOR NE OFC OF INSP GEN  
 PHOENIX AZ 85007

ORDER #	ORD. DATE	CUST. #	LOC.	SIM.	PURCHASE ORDER NO.	SHIP VIA	FRT.
307595	04/20/16	035180	A	020	131205	FX G-FOB ORIGIN	

QTY.	QTY.	ITEM NO./DESC.	UNIT PRICE	DISC.	NET PRICE
ORDER/B.O.	SHIP/RETURN				

QTY.	QTY.	ITEM NO./DESC.	UNIT PRICE	DISC.	NET PRICE
ORDER/B.O.	SHIP/RETURN				
500 Rounds 20	20	GS38SB/ REM G/SABER 38+P 125GR BJHP 25RD/BX 20BX/CS	19.99	EA .00	399.80
1	1	XFET/ THIS ITEM FET OUT	.00	EA .00	.00
<a href="mailto:OIGReceiving@azdes.gov">OIGReceiving@azdes.gov</a>					

COMMENT  
 THANK YOU FOR CHOOSING PROFORCE  
 BY FRANK BERBERICH  
 QTY 15# L38S11 SHIPPING FROM BREA  
 PAYMENT TERMS DUE NET 30 DAYS  
 FORM 4473 NA

SALES AMOUNT	399.80
C.O.D. FEE	.00
HANDLING	9.95
SALES TAX	25.39
TOTAL	435.14
CR/PAYMENT	.00
AMOUNT DUE	435.14

# PROFORCE LAW ENFORCEMENT

3009 North Highway 85 Prescott, AZ 86301  
 Tel: (928) 776-1192 Fax: (928) 445-3168  
 sales@proforceonline.com www.proforceonline.com



## INVOICE

INVOICE #	271812	PAGE	1
INVOICE DATE	04/21/16		

ORDER NO



AZ DEPT OF ECONOMIC SECURITY  
 DES ACCOUNTS PAYABLE  
 PO BOX 6123, SITE CODE 830A2  
 PHOENIX AZ 85005-6123

AZ DEPT OF ECONOMIC SECURITY  
 1789 W JEFFERSON STREET  
 1ST FLOOR NE OFC OF INSP GEN  
 PHOENIX AZ 85007

ORDER #	CRD. DATE	CUST. #	LOC.	SLM.	PURCHASE ORDER NO.	SHIP VIA	FRT.
307582	04/20/16	035180	C	020	ADES16-131205	FX G-FOB ORIGIN	

QTY.	QTY.	ITEM NO./DESC.	UNIT PRICE	DISC.	NET PRICE
------	------	----------------	------------	-------	-----------

ORDER/B.O.	SHIP/RETURN	ITEM NO./DESC.	UNIT PRICE	DISC.	NET PRICE
14	14	L38S11/ REM UMC 38 130GR MC 50RDS/BX 10BX/CS	18.99	EA .00	265.86
1	1	XFET/ THIS ITEM FET OUT	.00	EA .00	.00

700

[OIGReceiving@azdes.gov](mailto:OIGReceiving@azdes.gov)

COMMENT  
 QTY 20# GS38SB TO SHIP FROM AZ  
 THANK YOU FOR CHOOSING PROFORCE  
 BY FRANK BERBERICH  
 PAYMENT TERMS DUE NET 30 DAYS  
 FORM 4473 NA

SALES AMOUNT	265.86
C.O.D. FEE	.00
HANDLING	9.95
SALES TAX	16.88
TOTAL	292.69
CP/PAYMENT	.00
AMOUNT DUE	292.69

## Christopher Luebkin

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**From:** Contreras, Carlos <CContreras@azdes.gov>  
**Sent:** Tuesday, February 21, 2017 4:20 PM  
**To:** Christopher Luebkin  
**Subject:** RE: Unusual Incident Reports  
**Attachments:** UIR Stats.pdf

Good afternoon,

I attached some statistics we have gathered as they relate to the specific examples you cited. The stats are collected through UIR's the unit has investigated or viewed. IN the case of the item listed as Client Deaths, this is a notification from Adult Protective Services to PSA. PSA may review the information and suggest further investigation, if warranted. I will confirm tomorrow, but I believe they reflect the last six-months.

Thank you,

Carlos Contreras  
Interim Assistant Chief, Office of Inspector General  
Department of Economic Security  
1789 West Jefferson, Phoenix, AZ 85007, Mail Drop 1732

**From:** Christopher Luebkin [mailto:CLuebkin@AZDPS.GOV]  
**Sent:** Tuesday, February 21, 2017 3:38 PM  
**To:** Contreras, Carlos <CContreras@azdes.gov>  
**Subject:** Unusual Incident Reports

Hi Carlos,

I hope you're doing well. Back on January 9th when we sat down and talked about the DES firearms program audit, I had requested a list of incidents from you in which clients or others displayed violent or threatening behavior towards DES staff or other clients. If I remember correctly, you referred to the documentation of such incidents as "unusual incident reports." Were you able to locate a list of these incidents at DES facilities around the state? If you are able to find any documentation of unusual incidents, or even just a list of incidents with date/time/location/type/etc., the types of incidents that I'm looking for are as follows:

- Assault
- Aggravated assault
- Belligerent or confrontational behavior
- Threatening and intimidating
- Verbal abuse and profanity
- Suspected drug use
- Suspected alcohol use
- Mental illness issues
- Possession of firearms or knives/bladed weapons
- Armed or strong-armed robbery

- Theft or burglary
- Anything else that you think is important

As we discussed on January 9, the request of this information was reference the justification for armed DES security personnel.

Thanks for your help. Be safe!

Chris

**Chris Luebkin, Inspector**  
Arizona State Troopers  
Office of the Director

[CLuebkin@azdps.gov](mailto:CLuebkin@azdps.gov)

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PIVOT TABLE TO GATHER TOP N UIR TYPES

Type	UIR	=UIR	
Count of ID Incident	UIR, Request Actionable?		Grand Total
	Actionable	No	
Disorderly Conduct	67	19	86
Client Death	4	48	52
Threat	28	4	32
Criminal Damage	14	2	16
Intoxicated person	15	1	16
Trespassing	8	6	14
Theft (Non-Auto)	7	6	13
Verbal Threat	8	3	11
Suicidal Threat	6	4	10
Vandalism (Property/Auto)	6	3	9
Domestic Violence	8	1	9
Suspicious Activity	6	2	8
Assault	6	1	7
Order of Protection	7		7
Death Threat	6		6
Disruptive Client	4	1	5
Disorderly Behavior	4	1	5
Disturbed person	3	1	4
Theft (State Property)	4		4
Disorderly Conduct/Threat	3	1	4
Suicidal Client	4		4
Suspicious Package	3		3
Vagrancy	1	2	3
Found property	2	1	3
Verbal abuse	1	2	3
Information Only	1	2	3
Weapons	2	1	3
Ammunition		2	2
Traffic Accident		2	2
Theft (Auto & Non-Auto)	1	1	2
Domestic Violence (not at work)	2		2
Stalking	2		2
Found Narcotics	1	1	2
Suspicious Person	1	1	2
Harassment	2		2
Theft (Auto)	1	1	2
Lost Property	1	1	2
Unsecure Door		2	2
Complaint	2		2
Disruptive Person	2		2
sleeping on duty	1		1
Disorderly Conduct w/firearm		1	1
Suspicious Vehicle	1		1
Hostile Behavior	1		1
Vehicle Accident		1	1
Illness		1	1

Type	UIR	=UIR	
Count of ID Incident	UIR, Request Actionable?		Grand Total
	Actionable	No	
Criminal Offense	1		1
Inappropriate Email		1	1
Angry client	1		1
Client Check Welfare	1		1
Homeless man		1	1
information Only (Homicide)		1	1
Shooting/Aggravated Assault	1		1
Intimidated client		1	1
Concern	1		1
Aggressive Driver/Road Rage		1	1
Cubicle Disturbed		1	1
DPS traffic stop		1	1
Harassing Phone Calls	1		1
Client Deaths		1	1
Aggravated Assault	1		1
Weapons Misconduct	1		1
Unattended Weapon	1		1
Broken Window		1	1
Assault (non injury)	1		1
Abandoned Vehicle	1		1
Attempted Suicide	1		1
Open door		1	1
Shots Fired	1		1
Drug Paraphernalia	1		1
Child Abuse allegations		1	1
Parking Issue	1		1
Child Endangerment	1		1
Payment Discrepancy	1		1
Suspicious incident	1		1
Physical Assault		1	1
Found Syringe	1		1
Police Contact for Information		1	1
Taser Issue		1	1
Possible Threats	1		1
Attempted Vehicle Theft		1	1
Possible Vandalism		1	1
Arson	1		1
Power turned off	1		1
Hazardous Items		1	1
Verbal Argument	1		1
Unattended Child	1		1
Problem Security Guard	1		1
unescorted person		1	1
Reassignment		1	1
Unstable Client	1		1
Report Only		1	1
Disorderly Person	1		1
Robbery		1	1
Vehicle Damage		1	1



Type	UIR	=UIR	
Count of ID Incident	UIR, Request Actionable?		Grand Total
	Actionable	No	
Rude Behavior		1	1
Homeless Trespassing	1		1
Security Breach	1		1
Private Property Accident		1	1
Marijuana possession/trespassing		1	1
Threats via US Mail	1		1
Medical Emergency		1	1
Theft (Personal Property)	1		1
Misdemeanor Assault	1		1
Murder/Suicide	1		1
<b>Grand Total</b>	<b>279</b>	<b>152</b>	<b>431</b>

## Christopher Luebkin

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**From:** Lori Noyes  
**ant:** Friday, February 10, 2017 8:54 AM  
**To:** Christopher Luebkin  
**Subject:** RE: Follow up information

It looks like the transaction was completed 10/21/2016 and it was purchased with Federal Grant Money. As soon as I get the headers for the columns I will be able to give you more information. The exact amount was \$6,148.98. Now I checked for all transactions for these statewide contracts from the inception of the contracts and this was the only DES transaction from 2014 to now.

How am I doing? Please take a moment to answer a few questions <https://www.surveymonkey.com/r/VOCSPStratCt>

**Lori Noyes, Deputy Chief Procurement Officer | 602.223.2262**

**From:** Christopher Luebkin  
**Sent:** Thursday, February 09, 2017 4:38 PM  
**To:** Lori Noyes <LNoyes@AZDPS.GOV>  
**Subject:** Re: Follow up information

Wow, Lori...you're amazing! Thank you so much! Were you able to tell which fiscal year DES bought ammo from the contract?

Sent from my iPhone

On Feb 9, 2017, at 14:11, Lori Noyes <LNoyes@AZDPS.GOV> wrote:

I went ahead and pulled the statewide contract data for ammunition for you. It is attached. It shows that DES only used the statewide contract for a one time purchase for over \$6k. I hope this helps and answers your data questions.

How am I doing? Please take a moment to answer a few questions <https://www.surveymonkey.com/r/VOCSPStratCt>

**Lori Noyes, Deputy Chief Procurement Officer | 602.223.2262**

**From:** Lori Noyes  
**Sent:** Wednesday, February 08, 2017 12:49 PM  
**To:** Christopher Luebkin <CLuebkin@AZDPS.GOV>  
**Subject:** Follow up information

Hello Inspector,

I wanted to send you an email so you had my contact information. Let me know if I can pull any data for you. I have access that would allow you to get it without more than necessary people being involved.

Thank you,

**Lori Noyes**  
Deputy Chief Procurement Officer | Department of Public Safety | State of Arizona  
602.223.2262 | [lnoyes@azdps.gov](mailto:lnoyes@azdps.gov)

**Chapter 23**  
**Arizona Procurement Code**

- B. The regulation and use of indemnity agreements in construction and design professional services contracts are of statewide concern. The regulation of indemnity agreements in construction and design professional services contracts pursuant to this section and their use are not subject to further regulation by a county, city, town or other political subdivision of this state.
- C. If a design professional provides work, services, studies, planning, surveys or other preparatory work in connection with a public building or improvement, the state purchasing agency, state governmental unit or property owner may require that the design professional services contract or subcontract require the design professional to indemnify and hold harmless the state purchasing agency, state governmental unit or property owner, and its officers and employees, from liabilities, damages, losses and costs, including reasonable attorney fees and court costs, but only to the extent caused by the negligence, recklessness or intentional wrongful conduct of such design professional or other persons employed or used by such design professional in the performance of the contract or subcontract. A design professional services subcontract entered into in connection with a public building or improvement may also require any design professional to indemnify and hold harmless the purchasing agency, state governmental unit, or property owner and the indemnified design professional who executed the subcontract, and their respective owners, officers and employees, from liabilities, damages, losses and costs, including reasonable attorney fees and court costs, but only to the extent caused by the negligence, recklessness or intentional wrongful conduct of such design professional, or persons employed or used by the indemnifying design professional in connection with the subcontract. Nothing in this section shall prohibit the requirement of insurance coverage that complies with this section, including the designation of the state, state purchasing agency, state governmental unit or property owner as an additional insured on a general liability insurance policy or as a designated insured on an automobile liability policy provided in connection with a construction contract or subcontract or design professional services contract or subcontract.
- D. A covenant, clause or understanding in, collateral to or affecting a design professional services subcontract that purports to indemnify, to hold harmless or to defend the promisee of, from or against liability for loss or damage resulting from the negligence of the promisee or the promisee's agents, employees or indemnitee is against the public policy of this state and is void.
- E. Except as provided in subsection C of this section, a design professional services contract or subcontract entered into in connection with a public building or improvement shall not require that a design professional defend, indemnify, insure or hold harmless the state purchasing agency, state governmental unit or property owner or its employees, officers, directors, agents, contractors or subcontractors from any liability, damage, loss, claim, action or proceeding, and any contract provision that is not permitted by subsection C of this section is against the public policy of this state and is void.

Chapter 23  
Arizona Procurement Code

- F. Notwithstanding subsection A of this section, a contractor who is responsible for the performance of a construction contract or subcontract may fully indemnify a person, firm, corporation, state or other agency for whose account the construction contract or subcontract is not being performed and that, as an accommodation, enters into an agreement with the contractor that permits the contractor to enter on or adjacent to its property to perform the construction contract or subcontract for others.
- G. If any provision or condition contained in this section conflicts with any provision of a contract between the state or a political subdivision of the state and the federal government, such provision of this section in conflict shall not apply to any construction contract or subcontract, or design professional services contract or subcontract to the extent such conflict exists, but all provisions of this section with which there is no such conflict, shall apply.
- H. For the purposes of this section:
1. "Construction contract or subcontract" means a written or oral agreement relating to the construction, alteration, repair, maintenance, relocation, moving, demolition or excavation of a structure, street or roadway, appurtenance, facility, development or other improvement to land.
  2. "Design professional services" means architect services, engineer services, land surveying services, geologist services or landscape architect services or any combination of those services performed by or under the supervision of a design professional or any person employed by the design professional.
  3. "Design professional service contract or subcontract" means a written or oral agreement relating to the planning, design, construction administration, study, evaluation, consulting, inspection, surveying, mapping, material sampling, testing or other professional, scientific or technical services furnished in connection with any actual or proposed study, planning, survey, environmental remediation, construction, improvement, alteration, repair, maintenance, relocation, moving, demolition or excavation of a structure, street or roadway, appurtenance, facility, development or other improvement to land.
  4. "Other person employed or used" means a subcontractor to a contractor or design professional in any tier, or any other person or entity who performs work or design professional services, or provides labor, services, materials or equipment in connection with a construction contract or subcontract or design professional service contract or subcontract subject to this section.

**R2-7-607. Mandatory Statewide Contracts**

State governmental units shall use existing Arizona state contracts to satisfy their needs for those materials and services covered under such contracts, unless authorized by the state procurement administrator.

# ARIZONA STATE CONTRACT

## PURCHASE ORDER

Purchase Order No.: ADES16-122472  
 Organizational Reference No.: PO0000073411  
 Issued: 02/01/2016

Vendor Number: 000001537  
 PROFORCE MARKETING INC  
 3009 N Highway 89  
 Prescott, AZ 86301

Arizona Department of Economic Security  
 OIG OSI-Phoenix  
 2200 N Central Ave  
 Suite 301 (MD 1782)  
 Phoenix, AZ 85004-1481  
 US  
 Email: OIGReceiving@azdes.gov  
 (602) 542-3340

MAIL INVOICE IN DUPLICATE TO:  
 Arizona Department of Economic Security  
 DES Accounts Payable  
 PO Box 6123  
 Site Code 830A2  
 Phoenix, AZ 85005-6123  
 US  
 Email: AccountsPayable@azdes.gov  
 (602) 364-2350

Title: guns needed for AZPOST sworn personnel

The following documents make up the Contract and are incorporated herein by reference.

PO T and Cs rev 1-10-11  
 20160120140313150.pdf  
 business justification.pdf

Open Market Instructions

TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order are incorporated herein by reference and become a part of this order.

Solicitation (Bid) No.:		Payment Terms:										
		Shipping Terms:										
		Delivery Calendar Day(s) A.R.O.: 0										
Item	Class-Item	Requisition	Quantity	Unit	Unit Price	Total						
	Class-Item 680-52											
	Non-Stock Item #JMN9S18LE NANO 9MM with Trijicon Night Sights Quote #289737											
1	<table border="1"> <tr> <td>LN/FY/Account Code</td> <td>Dollar Amount</td> </tr> <tr> <td>1/16/2016-1111P10101-1111-DE2000-2006-DE1N8-8571-8571-ACCTLN-P101-SFY16-9100-P101-DEA</td> <td>\$ 361.93</td> </tr> <tr> <td>1/16/2016-1785P10101-1785-DE2000-2008-DE1N8-8571-8571-ACCTLN-P101-SFY16-9100-P101-DEA</td> <td>\$ 724.95</td> </tr> </table>	LN/FY/Account Code	Dollar Amount	1/16/2016-1111P10101-1111-DE2000-2006-DE1N8-8571-8571-ACCTLN-P101-SFY16-9100-P101-DEA	\$ 361.93	1/16/2016-1785P10101-1785-DE2000-2008-DE1N8-8571-8571-ACCTLN-P101-SFY16-9100-P101-DEA	\$ 724.95		3.00	EA	\$ 340.66	\$ 1,086.88
LN/FY/Account Code	Dollar Amount											
1/16/2016-1111P10101-1111-DE2000-2006-DE1N8-8571-8571-ACCTLN-P101-SFY16-9100-P101-DEA	\$ 361.93											
1/16/2016-1785P10101-1785-DE2000-2008-DE1N8-8571-8571-ACCTLN-P101-SFY16-9100-P101-DEA	\$ 724.95											

TOTAL: \$ 1,086.88

Approved By: Emilie Sombrio

Phone No.: (602) 542-4864



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Current Organization: Arizona Department of Economic Security

December 2, 2016 11:58:46 AM MST

[Basic Purchasing](#) | 
 [Department Access](#)



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 [Documents](#) | 
 [Vendors](#)

[Quick Buy](#) | 
 [Find It](#)

Emilie Sombrio

**Open Market Purchase Order ADES16-122472**

Status: 3PCO - Closed

[General](#) | 
 [Items](#) | 
 [Vendor](#) | 
 [Address](#) | 
 [Accounting](#) | 
 [Routing](#) | 
 [Attachments\(3\)](#) | 
 [Notes\(3\)](#) | 
 [Change Orders\(1\)](#) | 
 [Reminders](#) | 
 [Summary](#)

**Header Information**

<b>Purchase Order Number:</b>	ADES16-122472	<b>Release Number:</b>	0	<b>Short Description:</b>	guns needed for AZPOST sworn personnel
<b>Status:</b>	3PCO - Closed	<b>Purchaser:</b>	Emilie Sombrio	<b>Receipt Method:</b>	Quantity
<b>Fiscal Year:</b>	2016	<b>PO Type:</b>	Open Market	<b>Minor Status:</b>	
<b>Organization:</b>	Arizona Department of Economic Security	<b>Location:</b>	1780 - Office of Special Investigations	<b>Type Code:</b>	
<b>Department:</b>	DEA1700 - DES Office of the Inspector General	<b>Entered Date:</b>	01/27/2016 11:51:37 AM	<b>Control Code:</b>	
<b>Alternate ID:</b>	PO0000073411	<b>Retainage %:</b>	0.00%	<b>Discount %:</b>	0.00%
<b>Days ARO:</b>	0	<b>Promised Date:</b>		<b>Print Dest Detail:</b>	If Different
<b>Required By Date:</b>	01/27/2016	<b>Tax Rate:</b>		<b>Actual Cost:</b>	\$1,086.88
<b>Pcard Enabled:</b>	No				
<b>Contact Instructions:</b>	Contact Susan Ayala at (520)629-0240 Ext. 124				
<b>Invoice Method:</b>	Three Way Match				
<b>Print Format:</b>					
<b>Ship-to Address:</b>	OIG CSI-Phoenix 2200 N Central Ave Suite 301 (MD 1782) Phoenix, AZ 85004-1481 US Email: OIGReceiving@azdes.gov Phone: (602)542-3340	<b>Bill-to Address:</b>	DES Accounts Payable PO Box 6123 Site Code 830A2 Phoenix, AZ 85005-8123 US Email: AccountsPayable@azdes.gov Phone: (602)364-2350		

Master Blanket/Contract End Date (Maximum):

Project No.:

Special Purchase Types:

PIJ NUMBER:

Commodity Reference Id: RQ0000102937

PO External Doc Type:

Attachments

Agency Files: [PO T and Cs rev 1-10-11, 20160120140313150.pdf, business justification.pdf](#)

Agency Forms:

Vendor Files:

Vendor Forms:

Notes:

verify if tax rate is 6.35% (as stated in vendor quote), or if it is 8.35% (as noted in req) will need to speak with vendor they hold contract for weapons ADSP015-090359 called vendor said that will need to speak with FRANK on Monday 844-899-1703  
Non contracted items requested business justification from Terry Azbill for purchase

**Primary Vendor Information & PO Terms**

Vendor:

000001537 - PROFORGE MARKETING INC

Preferred Delivery Method: Email

Remit-to Address:

Mike Massimo  
ProForce Law Enforcement  
3009 N. Highway 89  
Prescott, AZ 86301  
US

Payment Terms:  
Shipping Terms:

Shipping Method:  
Freight Terms:

PO Mailing Address:

Mike Massimo  
<http://www.proforceonline.com>  
P.O. Box 6123  
Phoenix, AZ 85005-8123  
Email: sales@proforceonline.com  
Phone: (800)367-5855  
FAX: (520)445-3468  
Id: 7567  
Alternate Id: P0001

PO Acknowledgements:

Document	Notifications	Acknowledged Date/Time
Purchase Order	Emailed to sales@proforceonline.com at 02/01/2016 03:05:01 PM	02/08/2016 12:40:34 PM
Purchase Order	Emailed to sales@proforceonline.com at 02/01/2016 03:05:03 PM	02/08/2016 12:40:34 PM
Change Order 1	Emailed to sales@proforceonline.com at 02/23/2016 11:21:36 AM	02/26/2016 04:00:29 PM

**Receipt Information**

[PO Receipts Summary](#)

Receipt #	Status	Description	Dept/Loc	Receipt Owner	Entered Date
0395254	SCC - Canceled	3 BTA NANO 9MM PST BRD 3.078	DEA1700/1780	Cathy Potter	03/21/2016
0595311	SCA - Approved for Invoice	Inv 267688, 3/17/16	DEA1700/1780	Cheryl Volkmers	03/21/2016
0602942	SCA - Approved for Invoice	PROFORCE INV268791 CREDIT OIG	DEA1700/1780	Esther De La Fuente	03/30/2016
0647646	SCA - Approved for Invoice	Inv 271399	DEA1700/1780	Cheryl Volkmers	05/19/2016

Invoice Information

Invoice #	Status	Description	Vendor Group	Invoice Amount	Vendor	Invoice Date
267688	4IP - Paid	CUST 035180	01	\$1,086.88	000001537	03/14/2016

Item Information

Show 25 entries

Item Information

Item # 1: Non-Stock Item #JMN9S18LE NANO 9MM with Trijicon Night Sights Quota #289737 3PCO - Closed

NIGP Class: 680-52  
Guns, Pistols, Rifles, and Shotguns (Incl. Accessories)

Child Req # / Child Req Item #: ADES16-00375778 / 1

Receipt Method	Qty	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
Quantity	3.0000	\$340.6600	\$340.6600	EA - Each	0.00%	\$0.00	6.35%	\$64.90	\$0.00	\$1086.88

Manufacturer: _____ Brand: _____ Model: _____  
 Make: _____ Packaging: _____  
 Property Number: _____

Account Code	Amount
2016-1111P10101-1111-DE2000-2006-DE1N8-8571-8571-ACCTLN-P101-SFY16-9100-P101-DEA	\$361.93
2016-1785P10101-1785-DE2000-2008-DE1N8-8571-8571-ACCTLN-P101-SFY16-9100-P101-DEA	\$724.95

Showing 1 to 1 of 1 entries

First Previous Next Last

Approval Path:

Approval Path - DE1700-BA - (OIG Business Administrator Approval)

Delete	Order Sequence	Approver	Alternate Approver	Level	Date Requested	Date	Action	Comments
	1	Lora Aquinde	Kate Novak	50	01/29/2016 09:25 AM	01/29/2016 09:56 AM	Approved (Lora Mae Aquinde)	

Approval Path - DEFIXASST2 - (DES Non Capital Assets (85) Approval)

Delete	Order Sequence	Approver	Alternate Approver	Level	Date Requested	Date	Action	Comments
	2	Erika Powell	Jay Johnson	60	01/29/2016 09:56 AM	01/29/2016 10:28 AM	Approved (Jay Johnson)	

Approval Path - DE1700-OP - (OIG Purchasing requiring OP Approval)

Delete	Order Sequence	Approver	Alternate Approver	Level	Date Requested	Date	Action	Comments
	3	Amanda Gregg	Alice Shedd	50		01/29/2016 02:39 PM	Approved (Amanda Gregg)	
	4	Martin Topham		4	01/29/2016 02:39 PM	01/29/2016 03:48 PM	Approved (Martin Topham)	

Print Print Vendor Copy



STATE OF ARIZONA  
PURCHASE ORDER TERMS AND CONDITIONS

1. **Modification.** No modification of the purchase order shall bind Buyer unless Buyer agrees to the modification in writing.
2. **Packing and Shipping.** Seller shall be responsible for industry standard packing which conform to requirements of carriers' tariffs and ICC regulations. Containers must be clearly marked as to lot number, destination address and purchase order number.
3. **Title and Risk of Loss.** The title and risk of loss of the goods shall not pass to Buyer until Buyer actually received the goods at the point of delivery.
4. **Invoice and Payment.** A separate invoice shall be issued for each shipment. No invoice shall be issued prior to shipment of goods and no payment will be made prior to receipt of goods and correct invoice. Payment due dates, including discount periods, will be computed from date of receipt of goods or date of receipt of correct invoice (whichever is later) to date Buyer's warrant is mailed. Unless freight and other charges are itemized, any discount provided will be taken on full amount of invoice. Payment shall be subject to the provisions of Title 35 of Arizona Revised Statutes. The Buyer's obligation is payable solely from funds appropriated for the purpose of acquiring the goods or services referred to in this Purchase Order.
5. **Inspection.** All goods are subject to final inspection and acceptance by Buyer. Material failing to meet the requirements of this Purchase Order will be held at Seller's risk and may be returned to Seller. If so returned, the cost of transportation, unpacking, inspection, repacking, reshipping or other like expenses are the responsibility of the Seller.
6. **No Replacement of Defective Tender.** Every tender of goods must fully comply with all provisions of Purchase Order as the time of delivery, quantity, quality and the like. If a tender is made which does not fully conform, it shall constitute a breach and Seller shall not have the right to substitute a conforming tender.
7. **Force Majeure.** Neither party shall be held responsible for any losses resulting if the fulfillment of any terms or conditions of the Purchase Order are delayed or prevented by any cause not within the control of the party whose performance is interfered with and which, by the exercise of reasonable diligence, that party is unable to prevent.
8. **Gratuities.** The Buyer may, by written notice to the Seller, cancel this Purchase Order if it is found by Buyer that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Seller, or any agent or representative of the Seller, to any officer or employee of the State of Arizona with a view toward securing an order or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with the respect to the performing, of such order. In the event this Purchase Order is cancelled by Buyer pursuant to this provision, Buyer shall be entitled in addition to any other rights and remedies to recover or withhold from the Seller the amount of the gratuity.
9. **Warranties.** Seller warrants that all goods delivered under this Purchase Order will conform to the requirements of this Purchase Order (including all applicable descriptions, specifications, drawings and samples) will be free from defects in material and workmanship and will be free from defects in design and fill for the intended purposes. Any inspection or acceptance of the goods by Buyer shall not alter or affect the obligations of Seller or the right of Buyer under the foregoing warranties.
10. **Assignment -- Delegation.** No right or interest in this Purchase Order shall be assigned by Seller without the written permission of Buyer, and no delegation of any duty of Seller shall be made without permission of Buyer.
11. **Interpretation -- Parole Evidence.** This Purchase Order is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this Purchase Order. Acceptance or acquiescence in a course of performance rendered under this Purchase Order shall not be relevant to determine the meaning of this Purchase Order even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in the Purchase Order the definition contained in the Code is to control.
12. **Non-Discrimination.** Seller agrees not to discriminate against any employee or applicant for employment in violation of the terms of Federal Executive Order 11246, State Executive Order No. 2009-09 and A.R.S. Section 41-1461 et seq.
13. **Indemnity.** Seller agrees to indemnify and save the Buyer harmless from any loss, damage or expense whatsoever resulting to the Buyer from any and all claims and demands on account of infringement or alleged infringement of any patent in connection with the manufacture or use of any product included in this Purchase Order and upon written request Seller will defend at its own cost the expense any legal action or suit against the Buyer involving any such alleged patent infringement, and will pay and satisfy any and all judgments or decrees rendered in any against such legal actions or suits. Seller will indemnify Buyer against all claims for damages to person or property resulting from defects in materials or workmanship.
14. **Liens.** All goods delivered and labor performed under this Purchase Order shall be free of all liens, and if Buyer requests, a formal release of all liens will be delivered to Buyer.
15. **Contract Number.** If an Arizona contract number appears on the face of this Purchase Order, the terms of that contract are incorporated herein by this reference.
16. **Taxes.** The State of Arizona is exempt from Federal Excise Tax.
17. **Conflict of Interest.** Pursuant of A.R.S. Section 38-511 this Purchase Order is subject to cancellation by the Buyer if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state is, at any time while the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.
18. **Remedies and Applicable Law.** This Purchase Order shall be governed by, and Buyer and Seller shall have all remedies afforded each by, the Uniform Commercial Code as adopted in the State of Arizona except as otherwise provided in this Purchase Order or in statutes pertaining specifically to the State. This Purchase Order shall be governed by the law of the State of Arizona, and suits pertaining to this Purchase Order may be brought only in the courts of the State of Arizona.
19. **Arbitration.** The parties must use arbitration as required by A.R.S. Section 12-1518.

# PROFORCE LAW ENFORCEMENT

3009 North Highway 89 Prescott, AZ 86301  
 Tel: (928) 776-7192 Fax: (928) 445-3468  
 sales@proforceonline.com www.proforceonline.com  
 FFL # 9-86-026-01-4G-00608

P R I C E	QUOTE#	PAGE
	289737	1
Q U O T E	SHIP DATE	
	A.S.A.P.	

SOLD  
TO

AZ DEPT OF ECONOMIC SECURITY  
 ATTN LORNA AQUINDE  
 1789 W JEFFERSON ST 1ST FLR SE  
 PHOENIX AZ 85007

SHIP  
TO

AZ DEPT OF ECONOMIC SECURITY  
 ATTN LORNA AQUINDE  
 1789 W JEFFERSON ST 1ST FLR SE  
 PHOENIX AZ 85007

JOB #	DATE	CUST.#	LOC.	SALESMAN	SHIP VIA	FRT.
NA	12/16/15	035180	A	DAN RYAN	F-2D FOB ORIGIN	

QTY. QUOTED	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE
3	NON-STOCK ITEM# JSMN9S18LE NANO 9MM WITH TRIJICON NIGHT SIGHTS	340.6600	EA .00	1,021.98
1	XFET THIS ITEM FET OUT	.0000	EA .00	.00
<p><b>IMPORTANT NOTICES:</b>                      This quotation is based on the issuance of a department purchase order, F.A.E.T. Exemption, payment by check in 30 days (unless otherwise agreed) and in stated quantities. ATF or the manufacturer may require additional forms. Sample forms may be found at:  <a href="http://www.ProForceonline.com/forms.htm">http://www.ProForceonline.com/forms.htm</a></p> <p>Ordering Instructions: Please fax a copy of the department purchase order and F.E.T. form to (928)445-3468. PLEASE MAIL ORIGINALS to ProForce Law Enforcement, 3009 N Hwy 89, Prescott, AZ 86301.</p> <p>Standard Terms are Net 30 days. If department policy does not allow for partial shipments and payments, separate purchase orders for each item will be necessary.</p> <p>Standard manufacturer's warranty applies to all department purchases unless otherwise specifically noted.</p>				
COMMENT				
TERMS				

# PROFORCE LAW ENFORCEMENT

3009 North Highway 89 Prescott, AZ 86301  
 Tel: (928) 776-7192 Fax: (928) 445-3468  
 sales@proforceonline.com www.proforceonline.com  
 FFL # 9-86-026-01-4G-00508

P R I C E	QUOTE#	PAGE
	289737	2
Q U O T E	SHIP DATE	
	A.S.A.P.	

SOLD  
TO

AZ DEPT OF ECONOMIC SECURITY  
 ATTN LORNA AQUINDE  
 1789 W JEFFERSON ST 1ST FLR SE  
 PHOENIX AZ 85007

SHIP  
TO

AZ DEPT OF ECONOMIC SECURITY  
 ATTN LORNA AQUINDE  
 1789 W JEFFERSON ST 1ST FLR SE  
 PHOENIX AZ 85007

JOB #	DATE	CUST.#	LOC.	SALESMAN	SHIP VIA	FRT.
NA	12/16/15	035180	A	DAN RYAN	F-2D FOB ORIGIN	

QTY. QUOTED	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE
	<p>This quote is valid for 45 days from the date of issue, pending credit approval, and is subject to manufacturer's availability and price change. Please call (800) 367-5855 if this bid is still pending on the expiration date for updated pricing.</p> <p>A 20% restocking fee will apply to all returned goods. Please call us for a return authorization number. ProForce Law Enforcement agrees to defend, indemnify and hold harmless its customers from claims for personal injury or property damages, to the extent arising from the negligent acts or omissions of ProForce Law Enforcement or its employees, agents or independent contractors.</p> <p>IMPORTANT: To order from this quotation, please sign below, attach Purchase Order, and email to: <a href="mailto:sales@proforceonline.com">sales@proforceonline.com</a></p> <p>Printed Name: _____</p> <p>Date: _____ P.O.: _____</p> <p>Signature: _____</p>			

COMMENT FOR CHIEF AZBILL <a href="mailto:TAZBILL@AZDES.GOV">TAZBILL@AZDES.GOV</a> BY FRANK BERBERICH  TERMS DUE NET 30 DAYS	SALES AMOUNT 1,021.98  6.350% SALES TAX 64.90 SUB TOTAL 1,086.88
--------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------

## Sombrio, Emilie R

---

**From:** Loewe, Lori  
**Sent:** Wednesday, January 27, 2016 8:54 AM  
**To:** Sombrio, Emilie  
**Cc:** Azbill, Terence, (Terry); Corey, James; Ayala, Susan,  
**Subject:** RE: ADES16-00375778 guns needed for AZPOST sworn personnel

Good Morning Emilie –

Terry has asked me to forward you the following business justification for the purchase of the three Berretta Nano 9mm hand guns:

The weapon, a Berretta Nano 9mm Pistol, has been reviewed and demonstrated by and for three senior DES Executives. The weapons on the state contract list were also reviewed and demonstrated at the same time; however, it quickly became apparent that all of the state-contracted weapons proved too large and bulky to be carried by senior executives as covert and/or concealed weapons while carrying out DES functions. In addition, the night sights are requested since many of the multi-law enforcement agency operations are done either early or late in the day.

The Berretta Nano 9mm and night sights are on the AZ Department of Public Safety (DPS) list of approved weapons and is also authorized by the AZ Attorney General. The Berretta Nano combines an extremely low profile with a snag-free design for easy carry, fast draws and concealment. All three of the senior DES executives preferred the functionality and low profile of the Berretta Nano 9mm.

Please let me know if there are any questions.

Thank you.

Lori- Loewe  
Administrative Services Officer II  
Department of Economic Security  
Office of Inspector General  
Office of Special Investigations  
333 W. Fort Lowell Road, Suite 110, S/C 065C  
Tucson, AZ 85705-5920  
520.629.0240 X127

520.629.0964 (Fax)



---

**From:** Azbill, Terence, (Terry)  
**Sent:** Monday, January 25, 2016 4:07 PM  
**To:** Sombrio, Emilie  
**Cc:** Ayala, Susan, ; Loewe, Lori  
**Subject:** Re: ADES16-00375778 guns needed for AZPOST sworn personnel

Emilie,

Thank you for your assistance. I will be back with you shortly with a response.

Terry Azbill

Sent from my Verizon 4G LTE Smartphone

----- Original message-----

**From:** Sombrio, Emilie

**Date:** Mon, Jan 25, 2016 3:16 PM

**To:** Azbill, Terence, (Terry);

**Cc:** Ayala, Susan, ;

**Subject:** ADES16-00375778 guns needed for AZPOST sworn personnel

Terry,

I have spoken to Frank in regards to this purchase I know these items are off contract, can I get a business justification for this purchase.

Thank You,

*Emilie Sombrio*

Procurement Specialist

Arizona Department of Economic Security

Office of Procurement

1789 W. Jefferson, 4th Floor South Center Phoenix, Arizona 85007

Phone: 602-542-4864

Fax: 602-542-4496

**For more information about DES Purchasing, please click [here](#).**

To learn more about the Arizona Department of Economic Security please visit our web page [www.azdes.gov](http://www.azdes.gov)

If you are a vendor and interested in doing business with the State of Arizona, please visit <https://procure.az.gov/bsol>

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NOTICE: This e-mail (and any attachments) may contain PRIVILEGED OR CONFIDENTIAL information and is intended only for the use of the specific individual(s) to whom it is addressed. It may contain information that is privileged and confidential under state and federal law. This information may be used or disclosed only in accordance with law, and you may be subject to penalties under law for improper use or further disclosure of the information in this e-mail and its attachments. If you have received this e-mail in error, please immediately notify the person named above by reply e-mail, and then delete the original e-mail. Thank you.

# ARIZONA STATE CONTRACT PURCHASE ORDER

Purchase Order No.: ADES16-128529  
Organizational Reference No.: PO0000092235  
Issued: 03/25/2016

<b>V E N D O R</b>	Vendor Number: 000001537 PROFORCE MARKETING INC 3009 N Highway 89 Prescott, AZ 86301
----------------------------------------	-----------------------------------------------------------------------------------------------

<b>C O U N T Y</b>	Arizona Department of Economic Security OIG Inspector General 1789 W Jefferson St 1st Floor NE (MD 1711)) Phoenix, AZ 85007-3202 US Email: OIGReceiving@azdes.gov  (602) 542-3340
<b>C O U N T Y</b>	MAIL INVOICE IN DUPLICATE TO: Arizona Department of Economic Security DES Accounts Payable PO Box 6123 Site Code 830A2 Phoenix, AZ 85005-6123 US Email: AccountsPayable@azdes.gov  (602) 364-2350

Title: Firearm OIG

The following documents make up the Contract and are incorporated herein by reference.

PO T and Cs rev 1-10-11  
AZDES 03-23-16.pdf

Open Market Instructions
TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order are incorporated herein by reference and become a part of this order.

Solicitation (Bid) No.:				Payment Terms: Shipping Terms: Delivery Calendar Day(s) A.R.O.: 0		
Item	Class-Item	Requisition	Quantity	Unit	Unit Price	Total
1	Class-Item 680-04  ITEM #10062 S&W 38 SPL BODYGUARD W/LSR BLK 1.9" BBL DAO 5SHT (QUOTE #303537)  LN/FY/Account Code 1/16/2016--1785P10101--1785--DE2000- 2008-DE1N8-7381--7579-ACCTLN-- P101--SFY16-9100---P101--DEA	Dollar Amount \$ 360.71	1.00	EA	\$ 339.17	\$ 360.71

TOTAL: \$ 360.71

Approved By: Amanda Gregg  
Phone No.: (602) 364-0170



NIGP Code Browse | My Account | Customer Service | About  
 Home | Items | Documents | Vendors

Current Organization: Arizona Department of Economic Security

Basic Purchasing Department Access  
 December 2, 2016 11:48:22 AM MST  
 Quick Buy Find It  
 Emille Sombrio

**Open Market Purchase Order ADES16-128529**

Status: 3PCO - Closed

General Items Vendor Address Accounting Routing Attachments(2) Notes Change Orders Reminders Summary

System Warning(s)

- Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
- Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2408)
- Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2408)
- Transaction Successful with the following warning: The Vendor Contact Phone on this document is not equal to record's value on Vendor Contact Table. (A2408)
- Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
- Transaction Successful with the following warning: Tax Profile entered is not equal to the default Tax Profile from the Vendor. (A1533)
- Transaction Successful with the following warning: Total # Processed 1 :Failed 0 :Succeeded 1

Header Information

**Purchase Order Number:** ADES16-128529 **Release Number:** 0 **Short Description:** Firearm  
**Status:** 3PCO - Closed **Purchaser:** Amanda Gregg **Receipt Method:** Quantity  
**Fiscal Year:** 2016 **PO Type:** Open Market **Minor Status:**  
**Organization:** Arizona Department of Economic Security  
**Department:** DEA1700 - DES Office of the Inspector General **Location:** 1710 - Office of the Inspector General **Type Code:**  
**Alternate ID:** P00000092235 **Entered Date:** 03/23/2016 01:27:51 PM **Control Code:**  
**Days ARO:** 0 **Retainage %:** 0.00% **Discount %:** 0.00%  
**Required By Date:** 03/24/2016 **Promised Date:** **Print Dest Detail:** If Different  
**Pcard Enabled:** No **Tax Rate:** **Actual Cost:** \$360.71  
**Contact Instructions:** Contact Esther De La Fuente at (602)542-3364  
**Invoice Method:** Three Way Match  
**Print Format:**  
**Ship-to Address:** OIG Inspector General  
 1789 W Jefferson St  
 1st Floor NE (MD 1711)  
 Phoenix, AZ 85007-3202  
 US  
 Email: OIGReceiving@azdes.gov  
 Phone: (602)542-3340  
**Bill-to Address:** DES Accounts Payable  
 PO Box 6123  
 Site Code 830A2  
 Phoenix, AZ 85005-6123  
 US  
 Email: AccountPayable@azdes.gov  
 Phone: (602)364-2350

Master Blanket/Contract End Date (Maximum):

**Project No.:**  
**Special Purchase Types:**  
**PIJ NUMBER:**  
**Commodity Reference Id:** RQ000012853  
**PO External Doc Type:** None  
**Attachments:**  
**Agency Files:** [PO T and Cs rev 1-10-11, AZDES 03-23-16.pdf](#)  
**Agency Forms:**  
**Vendor Files:**  
**Vendor Forms:**

Primary Vendor Information & PO Terms

**Vendor:** 000001537 - PROFORCE MARKETING INC **Preferred Delivery Method:** Email  
**Remit-to Address:** Mike Massimo  
 ProForce Law Enforcement  
 3009 N. Highway 89  
 Prescott, AZ 86301  
 US  
 Email: sales@proforceonline.com  
 Phone: (928)776-7192  
**PO Mailing Address:** FAX: (928)445-3468  
 3009 N Highway 89  
 Prescott, AZ 86301  
 US  
 Email: sales@proforceonline.com  
 Phone: (800)367-5855  
 FAX: (928)445-3468  
 Id: 7567  
 Alternate Id: P0001  
**Payment Terms:**  
**Shipping Method:**  
**Shipping Terms:**  
**Freight Terms:**

PO Acknowledgements:

Document	Notifications	Acknowledged Date/Time
Purchase Order	Emailed to sales@proforceonline.com at 03/25/2016 03:40:15 PM	03/25/2016 04:16:51 PM

Receipt Information

PO Receipts Summary

Receipt #	Status	Description	Dept/Loc	Receipt Owner	Entered Date
0602864	SCA - Approved for Invoice	PROFORCE INV268868 OIG	DEA1700/1710	Esther De La Fuente	03/30/2016

Invoice Information

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PURCHASE ORDER TERMS AND CONDITIONS**

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16. **Taxes.** The State of Arizona is exempt from Federal Excise Tax.
17. **Conflict of Interest.** Pursuant of A.R.S. Section 38-511 this Purchase Order is subject to cancellation by the Buyer if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state is, at any time while the contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.
18. **Remedies and Applicable Law.** This Purchase Order shall be governed by, and Buyer and Seller shall have all remedies afforded each by, the Uniform Commercial Code as adopted in the State of Arizona except as otherwise provided in this Purchase Order or in statutes pertaining specifically to the State. This Purchase Order shall be governed by the law of the State of Arizona, and suits pertaining to this Purchase Order may be brought only in the courts of the State of Arizona.
19. **Arbitration.** The parties must use arbitration as required by A.R.S. Section 12-1518.



# PROFORCE LAW ENFORCEMENT

3009 North Highway 89 Prescott, AZ 86301  
 Tel: (928) 776-7192 Fax: (928) 445-3468  
 sales@proforceonline.com www.proforceonline.com  
 FFL # 9-86-025-01-4G-00508

P R I C E	QUOTE#	PAGE
	303537	1
Q U O T E	SHIP DATE	
	A.S.A.P.	

SOLD  
TO

AZ DEPT OF ECONOMIC SECURITY  
 DES ACCOUNTS PAYABLE  
 PO BOX 6123, SITE CODE 830A2  
 PHOENIX AZ 85005-6123

SHIP  
TO

AZ DEPT OF ECONOMIC SECURITY  
 OFC OF SPECIAL INVESTIGATIONS  
 2200 N CENTRAL AVE SUITE# 301  
 PHOENIX AZ 85004

JOB #	DATE	CUST.#	LOC.	SALESMAN	SHIP VIA	FRT.
NA	03/23/16	035180	A	DAN RYAN	F-2D FOB ORIGIN	

QTY. QUOTED	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE
1	10062 S&W 38SPL BODYGUARD W/LSR BLK 1.9" BBL DAO 5SHT	339.1700	EA .00	339.17
1	XFET THIS ITEM FET OUT	.0000	EA .00	.00
<p>IMPORTANT NOTICES:                      This quotation is based on the issuance of a department purchase order, F.A.E.T. Exemption, payment by check in 30 days (unless otherwise agreed) and in stated quantities. ATF or the manufacturer may require additional forms. Sample forms may be found at:  <a href="http://www.ProForceonline.com/forms.htm">http://www.ProForceonline.com/forms.htm</a></p> <p>Ordering Instructions: Please fax a copy of the department purchase order and F.E.T. form to (928)445-3468. PLEASE MAIL ORIGINALS to ProForce Law Enforcement, 3009 N. Hwy 89, Prescott, AZ 86301.</p> <p>Standard Terms are Net 30 days. If department policy does not allow for partial shipments and payments, separate purchase orders for each item will be necessary.</p> <p>Standard manufacturer's warranty applies to all department purchases unless otherwise specifically noted.</p>				

COMMENT

TERMS

# PROFORCE LAW ENFORCEMENT

3009 North Highway 89 Prescott, AZ 86301  
 Tel: (928) 776-7192 Fax: (928) 445-3468  
 sales@proforceonline.com www.proforceonline.com  
 FFL # 9-86-025-01-4G-00508

P R I C E	QUOTE#	PAGE
	303537	2
Q U O T E	SHIP DATE	
	A.S.A.P.	

SOLD  
TO

AZ DEPT OF ECONOMIC SECURITY  
 DES ACCOUNTS PAYABLE  
 PO BOX 6123, SITE CODE 830A2  
 PHOENIX AZ 85005-6123

SHIP  
TO

AZ DEPT OF ECONOMIC SECURITY  
 OFC OF SPECIAL INVESTIGATIONS  
 2200 N CENTRAL AVE SUITE# 301  
 PHOENIX AZ 85004

JOB #	DATE	CUST.#	LOC.	SALESMAN	SHIP VIA	FRT.
NA	03/23/16	035180	A	DAN RYAN	F-2D FOB ORIGIN	

QTY. QUOTED	ITEM NO./DESC.	UNIT PRICE	UOM DISC.	NET PRICE
	This quote is valid for 45 days from the date of issue, pending credit approval, and is subject to manufacturer's availability and price change. Please call (800) 367-5855 if this bid is still pending on the expiration date for updated pricing.			
	A 20% restocking fee will apply to all returned goods. Please call us for a return authorization number. ProForce Law Enforcement agrees to defend, indemnify and hold harmless its customers from claims for personal injury or property damages, to the extent arising from the negligent acts or omissions of ProForce Law Enforcement or its employees, agents or independent contractors.			
	IMPORTANT: To order from this quotation, please sign below, attach Purchase Order, and email to: <a href="mailto:sales@proforceonline.com">sales@proforceonline.com</a>			
	Printed Name: _____			
	Date: _____		P.O.: _____	
	Signature: _____			

COMMENT  
 FOR CHARLES LOFTUS  
CLOFTUS@AZDES.GOV  
 BY FRANK BERBERICH  
 TERMS DUE NET 30 DAYS

SALES AMOUNT	339.17
6.350% SALES TAX	21.54
SUB TOTAL	360.71

# ARIZONA STATE CONTRACT

## CONTRACT RELEASE

ProcureAZ Purchase Order No.: ADSP015-090359:41  
 Organizational Reference No.: PO0000135559  
 Issued: 07/25/2016

Vendor Number: 000001537 PROFORCE MARKETING INC 3009 N Highway 89 Prescott, AZ 86301
-----------------------------------------------------------------------------------------------

Arizona Department of Economic Security Internal Security 1789 W Jefferson St 4th FL SE (MD 1732) Phoenix, AZ 85007-3202 US Email: OIGReceiving@azdes.gov  (602) 542-3340
MAIL INVOICE IN DUPLICATE TO: Arizona Department of Economic Security OIG Inspector General 1789 W Jefferson St 1st Floor NE (MD 1711)) Phoenix, AZ 85007-3202 US Email: OIGReceiving@azdes.gov  (602) 542-3340

Contract No.: ADSP015-090359  
 Title: OIG_ISA_FTEguard_Firearms

Release Instructions  TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order are incorporated herein by reference and become a part of this order.
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Solicitation (Bid) No.:	Payment Terms: Net 30 Shipping Terms: F.O.B., Destination Delivery Calendar Day(s) A.R.O.: 90					
Item	Description	Requisition	Quantity	Unit	Unit Price	Total

Purchased 35 ~~to~~ Glock's

# ARIZONA STATE CONTRACT

## CONTRACT RELEASE

Class-Item 680-52

PG19507 G1k 19 Gen 4 Glock Night Sights

LN/FY/Account Code	Dollar Amount				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-001-P900-DEA	\$ 1,674.64				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-021-P900-DEA	\$ 304.48				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-024-P900-DEA	\$ 304.48				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-033-P900-DEA	\$ 304.48				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-039-P900-DEA	\$ 304.48				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-060-P900-DEA	\$ 304.48				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-100-P900-DEA	\$ 913.44				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-102-P900-DEA	\$ 456.72				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-105-P900-DEA	\$ 456.72	35.00	EA	\$ 409.00	\$ 15,224.00
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-118-P900-DEA	\$ 456.72				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-129-P900-DEA	\$ 456.72				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-136-P900-DEA	\$ 913.44				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-182-P900-DEA	\$ 913.44				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-193-P900-DEA	\$ 1,674.64				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-233-P900-DEA	\$ 456.72				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-243-P900-DEA	\$ 456.72				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8571-ACCTLN-P900-2017-1238-244-P900-DEA	\$ 1,674.64				
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-	\$ 456.72				

1

ARIZONA STATE CONTRACT  
CONTRACT RELEASE.

LN/FY/Account Code	Dollar Amount
8571-ACCTLN-P900-2017-1238-307- P900-DEA 1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8571-ACCTLN- P900-2017-1238-336-P900-DEA	\$ 456.72
1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8571-ACCTLN- P900-2017-1238-400-P900-DEA	\$ 456.72
1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8571-ACCTLN- P900-2017-1238-417-P900-DEA	\$ 456.72
1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8571-ACCTLN- P900-2017-1238-442-P900-DEA	\$ 456.72
1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8571-ACCTLN- P900-2017-1238-513-P900-DEA	\$ 456.72
1/17/2017-1252P90001-1252-DE2000- 2006-DE1N10-8571-8571-ACCTLN- P900-2017-1238-634-P900-DEA	\$ 456.72

TOTAL: \$ 15,224.00

Approved By: Carol Cano

Phone No.: (602) 542-3352

# ARIZONA STATE CONTRACT

## CONTRACT RELEASE

ProcureAZ Purchase Order No.: ADSPO15-090359:47  
 Organizational Reference No.: PO0000154304  
 Issued: 09/13/2016

**PROVIDER**  
 Vendor Number: 000001537  
 PROFORCE MARKETING INC  
 3009 N Highway 89  
 Prescott, AZ 86301

Contract No.: ADSPO15-090359  
 Title: OIG_ISA_15 GUNS

**ORDER**  
 Arizona Department of Economic Security  
 OIG Inspector General  
 1789 W Jefferson St  
 1st Floor NE (MD 1711))  
 Phoenix, AZ 85007-3202  
 US  
 Email: OIGReceiving@azdes.gov  
 (602) 542-3340

**ORDER**  
 MAIL INVOICE IN DUPLICATE TO:  
 Arizona Department of Economic Security  
 OIG Inspector General  
 1789 W Jefferson St  
 1st Floor NE (MD 1711))  
 Phoenix, AZ 85007-3202  
 US  
 Email: OIGReceiving@azdes.gov  
 (602) 542-3340

**Release Instructions**  
 TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order are incorporated herein by reference and become a part of this order.

Solicitation (Bid) No.:	Payment Terms: Net 30
	Shipping Terms: F.O.B., Destination
	Delivery Calendar Day(s) A.R.O.: 90

Item	Description	Requisition	Quantity	Unit	Unit Price	Total
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# ARIZONA STATE CONTRACT

## CONTRACT RELEASE

Class-Item 680-52						
PG19507 Glk 19 Gen 4 Glock Night Sights						
LN/FY/Account Code	Dollar Amount					
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-021-P900-DEA	\$ 435.18					
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-024-P900-DEA	\$ 435.19					
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-100-P900-DEA	\$ 435.19					
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-102-P900-DEA	\$ 435.19					
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-129-P900-DEA	\$ 435.19					
1 1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-136-P900-DEA	\$ 869.73	15.00	EA	\$ 409.00	\$ 6,524.57	
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-182-P900-DEA	\$ 869.73					
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-189-P900-DEA	\$ 869.73					
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-233-P900-DEA	\$ 435.19					
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-307-P900-DEA	\$ 435.19					
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-336-P900-DEA	\$ 435.18					
1/17/2017-1252P90001-1252-DE2000-2006-DE1N10-8571-8573-ACCTLN-P900-2017-1238-513-P900-DEA	\$ 433.88					

TOTAL: \$ 6,524.57

Approved By: Esther De La Fuente  
 Phone No.: (602) 542-3364

# ARIZONA STATE CONTRACT PURCHASE ORDER

Purchase Order No.: ADES17-148812  
Organizational Reference No.: PO0000155275  
Issued: 09/15/2016 ←

**ROBERTSON**  
Vendor Number: 000001537  
PROFORCE MARKETING INC  
3009 N Highway 89  
Prescott, AZ 86301

Title: OIG_SO_FIREARMS_GLOCK_23

The following documents make up the Contract and are incorporated herein by reference.

PO T and Cs rev 1-10-11  
Mail Drop Notice to Vendors  
Quote 326480 Glock 23.pdf

**ROBERTSON**  
Arizona Department of Economic Security  
Internal Security  
1789 W Jefferson St  
4th FL SE (MD 1732)  
Phoenix, AZ 85007-3202  
US  
Email: OIGReceiving@azdes.gov  
  
(602) 542-3340  
  
MAIL INVOICE IN DUPLICATE TO:  
Arizona Department of Economic Security  
OIG Inspector General  
1789 W Jefferson St  
1st Floor NE (MD 1711)  
Phoenix, AZ 85007-3202  
US  
Email: OIGReceiving@azdes.gov  
  
(602) 542-3340

Open Market Instructions  
  
TERMS AND CONDITIONS set forth in our Bid, Quotation, or Purchase Order are incorporated herein by reference and become a part of this order.

Solicitation (Bid) No.:				Payment Terms:										
				Shipping Terms:										
				Delivery Calendar Day(s) A.R.O.: 0										
Item	Class-Item	Requisition	Quantity	Unit	Unit Price	Total								
1	Class-Item 680-52  PG23507 GLK M23 G4 40SW PST GNS 3MAGS  <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px;">LN/FY/Account Code</td> <td style="padding: 2px; text-align: right;">Dollar Amount</td> </tr> <tr> <td style="padding: 2px;">1/17/2017--1751F59X02--1751--DE2000-</td> <td style="padding: 2px; text-align: right;">\$ 1,304.91</td> </tr> <tr> <td style="padding: 2px;">2004-DE1N8-8571--8571-ACCTLN-F59-</td> <td></td> </tr> <tr> <td style="padding: 2px;">-FFY16-1307-----DEA</td> <td></td> </tr> </table>	LN/FY/Account Code	Dollar Amount	1/17/2017--1751F59X02--1751--DE2000-	\$ 1,304.91	2004-DE1N8-8571--8571-ACCTLN-F59-		-FFY16-1307-----DEA			3.00	EA	\$ 409.00	\$ 1,304.91
LN/FY/Account Code	Dollar Amount													
1/17/2017--1751F59X02--1751--DE2000-	\$ 1,304.91													
2004-DE1N8-8571--8571-ACCTLN-F59-														
-FFY16-1307-----DEA														

**TOTAL:       \$ 1,304.91**

Approved By: Cynthia Pullen  
Phone No.: (602) 542-2456



**Sombrio, Emilie R**

---

**From:** Sombrio, Emilie  
**Sent:** Friday, September 02, 2016 10:18 AM  
**To:** Loftus, Charles  
**Cc:** Morse, Alexis; Klein, Sherry,  
**Subject:** RE: DES Police Authority

---

Charles,

Thank you for the information I appreciate it.

Have a Wonderful Day,

*Emilie Sombrio*

Senior Procurement Specialist  
Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor South Center, Mail Drop 1222  
Phoenix, Arizona 85007  
Phone: 602-542-4864  
Fax: 602-542-4496

For more information about DES Purchasing, please click [here](#).

To learn more about the Arizona Department of Economic Security please visit our web page [www.azdes.gov](http://www.azdes.gov)

If you are a vendor and interested in doing business with the State of Arizona, please visit <https://procure.az.gov/bsol>

---

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---

**From:** Loftus, Charles  
**Sent:** Friday, September 02, 2016 10:16 AM  
**To:** Sombrio, Emilie <ESombrio@azdes.gov>  
**Cc:** Morse, Alexis <AlexisMorse@azdes.gov>; Klein, Sherry, <SKlein@azdes.gov>  
**Subject:** RE: DES Police Authority

Yes, see: <http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/46/00132.htm&Title=46&DocType=ARS>

---

From: Sombrio, Emilie  
Sent: Friday, September 02, 2016 10:15 AM  
To: Loftus, Charles <CLoftus@azdes.gov>  
Cc: Morse, Alexis <AlexisMorse@azdes.gov>  
Subject: DES Police Authority

Charles,

I have a quick question that was brought up from SPO, does DES have the authority from the legislation to have a Police force?

Thank You,

*Emilie Sombrio*

Senior Procurement Specialist  
Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor South Center, Mail Drop 1222  
Phoenix, Arizona 85007  
Phone: 602-542-4864  
Fax: 602-542-4496

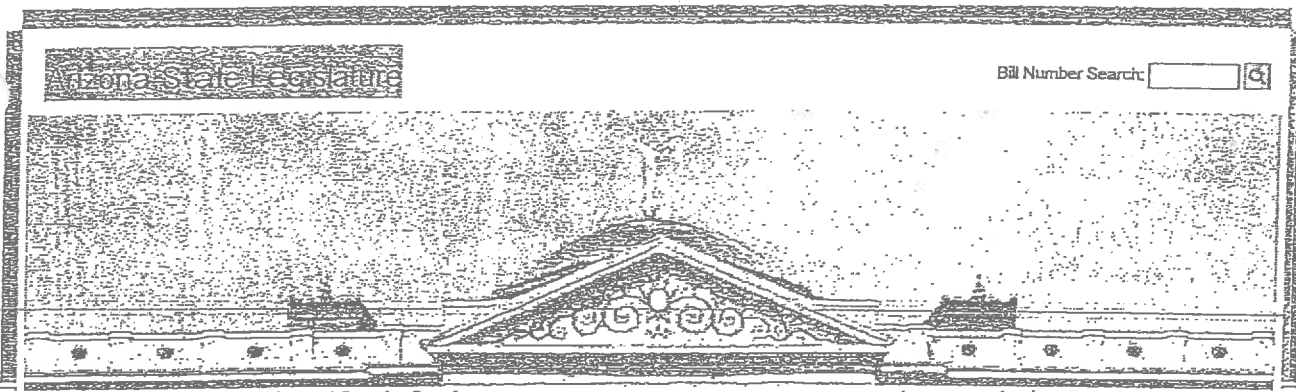
For more information about DES Purchasing, please click [here](#).

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Fifty-second Legislature - Second Regular Session

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#### 46-132. Special services unit

A. There shall be a special services unit in the department of economic security.

B. The supervisor of the special services unit shall be qualified with appropriate investigative or legal background. He shall be responsible to the director for the following:

1. Performing such special investigating duties in any county in the state as may be assigned.
2. Assist in preparing criminal charges involving fraud and theft against the department.
3. Establish liaison with the various law enforcement agencies.
4. Other related duties and responsibilities as may be assigned.

C. The supervisor of the special services unit of the department may employ investigators who are peace officers to discharge the duties prescribed in this section.

Sombrio, Emilie

---

**From:** Sombrio, Emilie  
**Sent:** Friday, September 02, 2016 2:12 PM  
**To:** 'Ryan King'  
**Cc:** Loftus, Charles; Morse, Alexis  
**Subject:** RE: Ammunition order

---

Ryan,

I apologize I was mistaken, I have a purchase order coming through for 40cal hopefully it should be today if not Tuesday.

Thank You,

*Emilie Sombrio*

Senior Procurement Specialist  
Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor South Center, Mail Drop 1222  
Phoenix, Arizona 85007  
Phone: 602-542-4864  
Fax: 602-542-4496

For more information about DES Purchasing, please click [here](#).

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---

**From:** Ryan King [mailto:ryan@sandiegopoliceequipment.com]  
**Sent:** Friday, September 02, 2016 12:40 PM  
**To:** Sombrio, Emilie <ESombrio@azdes.gov>  
**Cc:** Loftus, Charles <CLoftus@azdes.gov>; Morse, Alexis <AlexisMorse@azdes.gov>  
**Subject:** Re: Ammunition order

Emilie,

There is no 40cal on either order.

I have attached a copy of the original quotes, two were from the state contract and one for shipment from our warehouse. I discussed ETA with Carol at the time and it was only the 9mm that was needed quickly, so we quoted that to ship from ...

our warehouse. Items on the contract are normally drop shipped from the factory and ETA has been 30-45 days for most, but 38Spl is not made as frequently.

It sounds like you need the 38 quickly too, since its only two cases I will ship it with the 9mm. But we will need a PO for the 40cal. ETA has been less than 30 days from the factory recently.

Thank you,

Ryan King  
San Diego Police Equipment Co. Inc.  
*Over 30 years of service to the Law Enforcement Community!*  
8205-A Ronson Road  
San Diego, CA 92111  
858-974-8500

---

From: "Sombrio, Emilie" <ESombrio@azdes.gov>  
To: Ryan King <ryan@sandiegopoliceequipment.com>  
Cc: "Loftus, Charles" <CLoftus@azdes.gov>; "Morse, Alexis" <AlexisMorse@azdes.gov>  
Sent: Friday, September 2, 2016 11:55 AM  
Subject: Re: Ammunition order

Ryan,

Thank you for the update on the 9mm order, just a quick question will be 40cal ship today as well? As for the 38Spl I'm just curious why is this order 30-60 days out?

Thank You,

## Emilie Sombrio

Senior Procurement Specialist  
Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor South Center, Mail Drop 1222  
Phoenix, Arizona 85007  
Phone: 602-542-4864  
Fax: 602-542-4496

For more information about DES Purchasing, please click [here](#).

To learn more about the Arizona Department of Economic Security please visit our web page [www.azdes.gov](http://www.azdes.gov)

If you are a vendor and interested in doing business with the State of Arizona, please visit <https://procure.az.gov/bsol>

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---

From: Ryan King <[ryan@sandiegopoliceequipment.com](mailto:ryan@sandiegopoliceequipment.com)>  
Sent: Thursday, September 1, 2016 6:13 PM  
To: Sombrio, Emilie  
Cc: Loftus, Charles; Morse, Alexis  
Subject: Re: Ammunition order

Thank you Emilie!

---

~~The 9mm will ship tomorrow from our warehouse and the 38Spl should be 30-60 days from the factory.~~

Ryan King  
San Diego Police Equipment Co. Inc.  
*Over 30 years of service to the Law Enforcement Community!*  
8205-A Ronson Road  
San Diego, CA 92111  
858-974-8500

---

From: "Sombrio, Emilie" <[ESombrio@azdes.gov](mailto:ESombrio@azdes.gov)>  
To: Ryan King <[ryan@sandiegopoliceequipment.com](mailto:ryan@sandiegopoliceequipment.com)>  
Cc: "Loftus, Charles" <[CLoftus@azdes.gov](mailto:CLoftus@azdes.gov)>; "Morse, Alexis" <[AlexisMorse@azdes.gov](mailto:AlexisMorse@azdes.gov)>  
Sent: Thursday, September 1, 2016 6:09 PM  
Subject: RE: Ammunition order

Ryan,

" was a pleasure speaking with you today, I have attached a copy of the signed exception as requested. I will be sending the original in the mail, please keep me updated when the pending orders will be shipped.

Have a wonderful evening,

## Emilie Sombrio

Senior Procurement Specialist  
Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor South Center, Mail Drop 1222  
Phoenix, Arizona 85007  
Phone: 602-542-4864  
Fax: 602-542-4496

For more information about DES Purchasing, please click [here](#).

To learn more about the Arizona Department of Economic Security please visit our web page [www.azdes.gov](http://www.azdes.gov)

If you are a vendor and interested in doing business with the State of Arizona, please visit <https://procure.az.gov/bsol>

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attachments. If you have received this e-mail in error, please immediately notify the person named above by reply e-mail, and then delete the original e-mail.  
Thank you.

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**From:** Ryan King [mailto:[ryan@sandiegopoliceequipment.com](mailto:ryan@sandiegopoliceequipment.com)]  
**Sent:** Thursday, September 01, 2016 5:04 PM  
**To:** Sombrio, Emilie <[ESombrio@azdes.gov](mailto:ESombrio@azdes.gov)>  
**Subject:** Fw: Ammunition order

Please complete the form!!

Thanks!

— Forwarded Message —

**From:** Ryan King <[ryan@sandiegopoliceequipment.com](mailto:ryan@sandiegopoliceequipment.com)>  
**To:** "ccano@azdes.gov" <[ccano@azdes.gov](mailto:ccano@azdes.gov)>  
**Sent:** Tuesday, August 30, 2016 5:39 PM  
**Subject:** Ammunition order

Carol,

We have received your ammunition orders, unfortunately your Federal Excise Tax exemption form expired last year. Please complete this new form and email a copy, then mail the original.

Please contact me if you have any questions.

Thank you,

Ryan King  
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8205-A Ronson Road  
San Diego, CA 92111  
858-974-8500

Sombrio, Emilie R

**From:** Morse, Alexis  
**Sent:** Friday, September 02, 2016 10:40 AM  
**To:** Sombrio, Emilie  
**Cc:** Martinez, Francine; Cano, Carol  
**Subject:** RE: San Diego Police Equipment Co. - Ammo Order

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Emilie,  
Please see below. Can you please check if all requisitions have been approved and PO's issued. Also can you also follow up on these with San Diego Police Equipment Supply Co Inc.

Thank you,  
Alexis

**From:** Martinez, Francine  
**Sent:** Friday, September 02, 2016 10:32 AM  
**To:** Morse, Alexis; Cano, Carol  
**Subject:** RE: San Diego Police Equipment Co. - Ammo Order

<a href="#">ADES17-00467487</a>	<a href="#">ADES17-146288</a>	OIG_ISA_FTeguard_Ammo	C
<a href="#">ADES17-00467487</a>	<a href="#">ADES17-146288</a>	OIG_ISA_FTeguard_Ammo	C
<a href="#">ADES17-00463430</a>	<a href="#">ADSP014-067867-94</a>	OIG_ISA_FTeguard_Ammo	

<a href="#">ADES17-00463399</a>	08/05/2016	OIG_ISA_FTeguard_Ammo	
<a href="#">ADES17-00463330</a>	08/05/2016	OIG_ISA_FTeguard_Ammo	
<a href="#">ADES17-146288</a>	08/02/2016	OIG_ISA_FTeguard_Ammo	Arizona Department of E
<a href="#">ADES17-146297</a>	08/02/2016	OIG_ISA_FTeguard_Ammo	Arizona Department of E



---

From: Morse, Alexis  
Sent: Friday, September 02, 2016 9:47 AM  
To: Cano, Carol, <ccano@azdes.gov>  
Cc: Martinez, Francine <FrancineMartinez@azdes.gov>  
Subject: RE: San Diego Police Equipment Co. - Ammo Order

Please do if you can, I just want to make sure we are following up on all .

Alexis

---

From: Cano, Carol,  
Sent: Friday, September 02, 2016 8:49 AM  
To: Morse, Alexis  
Cc: Martinez, Francine  
Subject: RE: San Diego Police Equipment Co. - Ammo Order

Awesome news!! Thank you so much for following up with this. Did you still need me to track down those PO#'s for you that we discussed late yesterday?

Thank you,

Carol Cano  
Executive Assistant to  
Director of Security, Charles Loftus  
DES Protective Services  
1789 W Jefferson, MD 1732  
Phoenix, AZ 85007  
02.542.3352 Desk



---

From: Aquinde, Lora  
Sent: Thursday, September 01, 2016 9:30 PM  
To: Morse, Alexis <AlexisMorse@azdes.gov>  
Cc: Shedd, Alice <AShedd@azdes.gov>; Cano, Carol, <ccano@azdes.gov>; Loftus, Charles <CLoftus@azdes.gov>; Giroux, Pamela, <PGiroux@azdes.gov>; Clark, Patty <PClark@azdes.gov>; Sombrio, Emilie <ESombrio@azdes.gov>  
Subject: Re: San Diego Police Equipment Co. - Ammo Order

Ah! What a relief! Thank you so much, Alexis, for all that you do for OIG!

Thanks,  
LMA

On Sep 2, 2016, at 01:14, Morse, Alexis <AlexisMorse@azdes.gov> wrote:

Good Afternoon,

Just wanted to inform everyone that the form has been signed and sent directly to the Vendor, all previously submitted Purchase Orders should now be processed, shipped and received next week.

Please let me know if you have any additional questions ☺

Alexis

---

**From:** Morse, Alexis  
**Sent:** Thursday, September 01, 2016 5:20 PM  
**To:** Cano, Carol, ; Loftus, Charles  
**Cc:** Giroux, Pamela, ; Clark, Patty; Shedd, Alice; Aquinde, Lora  
**Subject:** San Diego Police Equipment Co. - Ammo Order

Good Afternoon,

It is my understanding that the delay with the ammunition order has all along been the lack of the attached FET Form. In speaking with the Vendor, once the form is signed and received they will process all orders and ship immediately. Please be advised I'm currently looking into who is authorized and shall sign this form , I will get back to you as soon as I find out.

Sincerely,

**Alexis Morse**  
Procurement Supervisor  
**Arizona Department of Economic Security**  
Office of Procurement  
1789 W. Jefferson, 4th Floor South Center Phoenix, Arizona 85007  
Phone: 602-364-0224 Fax: 602-542-4496

If you are a Vendor with technical questions about submitting an offer in ProcureAZ, please contact the Help Desk by phone at 602-542-7600, Option 1, or by email at [procure@azdoa.gov](mailto:procure@azdoa.gov), Monday through Friday, 8:00 AM to 5:00 PM MST.

If you have questions regarding the content of a solicitation, please submit your question utilizing the Q&A Tab function as found in the original solicitation through ProcureAZ.

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## Sombrio, Emilie

---

**From:** Ryan King <ryan@sandiegopoliceequipment.com>  
**Sent:** Thursday, September 01, 2016 6:14 PM  
**To:** Sombrio, Emilie  
**Cc:** Loftus, Charles; Morse, Alexis  
**Subject:** Re: Ammunition order

---

~~Follow-Up-Flag:~~ Flag for follow-up  
**Flag Status:** Flagged

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The 9mm will ship tomorrow from our warehouse and the 38Spl should be 30-60 days from the factory.

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**To:** Ryan King <ryan@sandiegopoliceequipment.com>  
**Cc:** "Loftus, Charles" <CLoftus@azdes.gov>; "Morse, Alexis" <AlexisMorse@azdes.gov>  
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Arizona Department of Economic Security  
Office of Procurement  
1789 W. Jefferson Street  
4th Floor South Center, Mail Drop 1222  
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Fax: 602-542-4496

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San Diego, CA 92111  
858-974-8500

DEPARTMENT OF THE TREASURY  
ALCOHOL AND TOBACCO TAX AND TRADE BUREAUEXEMPTION CERTIFICATE (USE BY STATE OR LOCAL GOVERNMENTS)  
(For use by State and local governments, (section 4221(a)(4) of the Internal Revenue Code).)August 30  
(Month & Day)

2016, I hereby certify that I am

Chief Investigator  
(Title of Officer)of State of Arizona  
(State or local government) that I am authorized to execute this certificate; and that

(check applicable type of certificate):

 The article or articles specified in the accompanying order, or on the reverse side hereof, (or) All orders placed by the purchaser for the period commencing 08/30/2016 and ending 08/29/2019  
(Date) (Date)  
(period not to exceed 12 calendar quarters)are, or will be, purchased from Federal Cartridge Company for the  
(Name of manufacturer)exclusive use of Department of Economic Security - Investigations  
(Governmental unit)of State of Arizona  
(State or local government)

I understand that the exemption from tax in the case of sales of articles under this exemption certificate to a State, etc., is limited to the sale of articles purchased for its exclusive use¹. I understand that fraudulent use of this certificate for the purpose of securing this exemption will subject me and all parties making such fraudulent use of this certificate to all applicable criminal penalties under the Internal Revenue Code.

SIGNATURE

PRINTED NAME

Charles Loftus

ADDRESS

Arizona Department of Economic Security  
1789 W. Jefferson Street  
Phoenix, AZ 85007

¹ A sale of an article to a State or local government for resale is not considered to be a sale for the "exclusive use" of the State or local government, within the meaning of section 4221(a)(4) of the code, and, therefore, such sales may not be made tax-free. Such sales may not be made tax-free even if the resales are made to government employees, or the article is an item of equipment the employee is required to possess in carrying out his duties.

## PAPERWORK REDUCTION ACT NOTICE

This request is in accordance with the Paperwork Reduction Act of 1995. In some cases, persons who sell firearms or ammunition tax-free use specific exemption certificates to support the tax-free sales. This form contains all required information for a properly executed certificate. This is being provided to promote uniformity among excise taxpayers and eliminate the need for taxpayers to design their own certificates. The information requested is required by Title 27, Code of Federal Regulations, Part 53.

We estimate the average burden associated with this collection of information is 45 minutes per respondent or recordkeeper, depending on your individual circumstances. Address your comments concerning the accuracy of this burden estimate and suggestions to reduce this burden to: Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, Washington, DC 20220.

TTB may not conduct or sponsor and you are not required to respond to, a collection of information unless it displays a current valid OMB control number.

TTB-F-5600-35 (10/2008)

Please Mail Original Signed Copy to:  
San Diego Police Equipment Co., Inc.  
8205-A Rorison Rd, San Diego CA 92111

**ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
OFFICE OF INSPECTOR GENERAL**

---

<b>Title:</b>	<b>CARRYING FIREARMS</b>		
<b>Section:</b>	<b>General</b>	<b>Policy #:</b>	<b>4.2</b>
<b>Date Issued:</b>	<b>07/12</b>	<b>Last Revision Date:</b>	<b>08/15</b>

---

**I. Purpose**

This general policy provides guidelines for carrying Arizona Department of Economic Security, Office of Inspector General (AZ DES OIG) approved firearms.

**II. Policy**

Arizona Peace Officer Standards and Training (AZ POST) certified peace officers (sworn officers) demonstrating proficiency in the use of firearms shall carry an approved firearm authorized for use by the Arizona Department of Economic Security, Office of Inspector General, Chief Law Enforcement Officer (AZ DES OIG CLEO).

**III. Carrying of Firearms**

- A. Sworn officers are authorized to carry an approved firearm in the performance of their duties as AZ POST certified peace officers.
- B. All sworn officers authorized to carry firearms in the performance of their duties shall carry or have readily accessible a loaded firearm.
- C. The AZ DES OIG CLEO may authorize the use of special assignment firearms. A record of all special assignment firearms approvals will be maintained by Firearms Instructor and the DES AZ POST Liaison.
- D. Civilian employees are prohibited from carrying deadly weapons in an on-duty capacity. "Deadly weapons" are defined in Arizona Revised Statute (ARS) § 13-105(15) as anything designed for lethal use, including a firearm.

**IV. Ammunition**

Ammunition is only issued to sworn officers.

- A. Officers shall carry DES OIG authorized and issued ammunition.

- B. Sworn officers armed with a firearm shall have spare ammunition readily available.

#### V. Holsters

Approved firearms shall be carried in holsters at all times, unless specific assignment prohibits carrying a firearm in a holster.

#### VI. Off Duty Firearms

- A. Sworn officers must comply with all AZ DES OIG policies whether on or off duty, and shall carry their AZ DES OIG identification.
- B. Sworn officers may, but are not required to, carry a firearm while off duty. Any firearm carried by sworn officers when off duty, with the exception of weapons used for recreational purposes, must be a AZ DES OIG approved firearm.
- C. Sworn officers, who elect not to carry a firearm off duty, shall not be subjected to disciplinary action if an occasion occurs in which they could take action if they were armed.
- D. The Law Enforcement Officers Safety Act (LEOSA) of 2004 allows sworn officers to carry concealed firearms outside the state with proper police credentials. The law does not grant any police powers outside officers' current jurisdictions and does not entitle officers to take police action in another state.

#### VII. Firearms Safety

Sworn officers are responsible for the safe handling and storage of all weapons when on and off duty. Attention and care must be taken to avoid unintentional or negligent discharges. To reduce the risk of unintentional discharges at home or at work, sworn officers shall follow the firearms safety rules as taught by the Firearms Instructor.

#### VIII. Restrictions

Sworn officers shall comply with all posted security policies, legal requirements, and screening devices in places where the carrying of firearms is prohibited or restricted by law; for example, courtrooms, jails, universities, and airports. AZ DES OIG will follow the provisions of Carrying of Firearms by Peace Officers, ARS § 38-1113.

### **IX. Incident Investigation and Review**

Incidents involving the use of firearms shall be reported, investigated, and reviewed in accordance with the guidelines established by the AZ DES OIG CLEO in *Use of Force* (# 9.1) policy.

### **X. Authority**

Arizona Revised Statutes (ARS):

- ARS § 13-105 Criminal Code; Definitions
- ARS § 38-1113 Public Officers and Employees; Carrying of firearms by peace officers; exceptions; definitions

In the event of a conflict between this policy and any of the applicable, legal authority, the legal authority shall control.



ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
OFFICE OF INSPECTOR GENERAL

OPERATIONS MANUAL

---

Title:	USE OF FORCE		
Section:	General	Policy #:	9.1
Date Issued:	08/13	Last Revision Date:	08/15

---

**Purpose**

This general order provides guidelines for the use of force, details use of force options, and provides requirements for reporting the uses of force for accountability and data analysis.

**Definitions**

- A. *Chemical agent munitions:* Authorized aerosol or gas form of less-lethal, yet potentially injurious agent.
- B. *Control holds:* Techniques used to control or move a subject with minimum effort by the peace officer in order to gain and retain control over the subject; for example, an arm bar or wrist lock.
- C. *Countermoves:* Techniques that impede a subject's movement; for example, blocking, striking, distracting, kicking, parrying, dodging, weaving, redirecting, or avoiding, followed by appropriate control holds.
- D. *Deadly physical force:* As defined in Arizona Revised Statute (ARS) § 13-105(14), the force that is used with the purpose of causing death or serious physical injury, or in the manner of its use or intended use, is capable of creating a substantial risk of causing death or serious physical injury.
- E. *Firearm:* As defined in ARS § 13-105(19), any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will or is designed to or that may readily be converted to expel a projectile by the action of expanding gases with the exception of a firearm in a permanently inoperable condition. Firearms used by sworn department employees shall be in compliance with Arizona Department of Economic Security, Office of Inspector General (AZ DES OIG) Operations Manual Order 9.2, *Authorized Weapons*.

- F. **Force:** The tactics or techniques utilized by an employee to control or regain control, restrain, overcome, or stop a subject's unlawful activities.
- G. **Impact weapons:** Weapons such as an expandable, side-handle, or straight baton, or any other similar item used as a weapon of opportunity.
- H. **Less-lethal:** Any device or force that by its very nature is not intended to, nor is it likely to cause death; however, death may result.
- I. **Moderate potential for physical harm:** The possibility of an injury which may result in temporary physical impairment or limitations, and may require medical attention; for example, strains and sprains.
- J. **Oleoresin capsicum (OC) agents:** Aerosol delivered spray containing a pepper product.
- K. **Pain compliance:** Techniques forcing a subject to comply with a police officer as a result of the officer inflicting controlled pain upon specific joints or pressure points in the subject's body.
- L. **Restraint devices:** Mechanical tools used to restrict a subject's movement and facilitate searching; for example, handcuffs, flex cuffs, leg irons, belly chains, nylon restraining devices, restraint chair, or other approved devices.
- M. **Serious physical injury:** Reference ARS § 13-105(38), physical injury that creates a reasonable risk of death, or that causes serious and permanent disfigurement or serious impairment of health or loss or protracted impairment of the function of any bodily organ or limb.
- N. **Slight potential for physical harm:** The possibility of an injury not prohibiting normal duties or activities; for example, bruise, redness, slight strain.
- O. **Takedowns:** Techniques that redirect, in a controlled manner, a subject to the ground in order to limit the subject's resistance and to facilitate the application of a restraint device.
- P. **Universal precautions:** Infection control guidelines designed to protect workers from exposure to diseases spread by blood and certain body fluids.
- Q. **Use of Force Matrix:** A reference tool established to assist police officers in their decision-making process regarding the appropriate use of force.

## Policy

The Department recognizes and respects the value of human life. Police officers are vested with the lawful authority to use force in preserving the peace. The Department's policy is to use the amount of force that is reasonable and necessary under the circumstances to accomplish their lawful purpose, or protect others or themselves from bodily harm, and which a reasonably prudent police officer would use under the same or similar circumstances. Reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene rather than with the 20/20 vision of hindsight. Allowances must be made for the fact that officers must make split-second judgments about the amount of force necessary in a situation in circumstances that are tense, uncertain, and rapidly evolving. (Reference: Graham v. Connor U.S. 1989).

While the use of reasonable physical force may be necessary in situations that cannot be otherwise controlled, force may not be resorted to unless other reasonable alternatives have been exhausted or would be clearly ineffective under the particular circumstances.

The use of force by an officer must be objectively reasonable. In determining the necessity for force and the appropriate level of force the officer shall evaluate the situation in light of the known circumstances including, but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject, and the danger to the community.

## Use of Force Matrix



The Use of Force Matrix is a reference tool for a police officer to select effective, reasonable, and lawful force options in a verbal or physical encounter. Police officers may use the amount of force that is reasonable and necessary under the circumstances and which a reasonably prudent police officer would use under the same or similar circumstances. Once control is gained, the police officer shall maintain or lessen the use of force to the minimum force necessary to maintain control of the subject. The Use of Force Matrix is comprised of subject resistance levels and police officer response levels which incorporate the following:

A. Subject Resistance Levels

1. Presence — No potential for physical harm. A subject is present with accompanying suspicious activity.
2. Non-responsive — No potential for physical harm. A subject may verbally refuse to comply with a police officer's requests or attempts to control the situation or the subject may not verbally respond to the officer.
3. Passive physical resistance — Slight potential for physical harm. A subject physically refuses to comply or respond to a police officer's command. The subject does not take any action to physically defeat the actions of the police officer but forces the officer to employ other alternative force actions.
4. Active physical resistance — Slight to moderate potential for physical harm. A subject is aggressive or combative when the subject makes physically evasive movements to defeat a police officer's attempt at control, being taken into or retained in custody, or a police officer reasonably believes that approaching an aggressive or combative subject is unsafe or would escalate the incident. The subject's physical movements may include bracing or tensing, verbal resistance as in threatening the police officer with physical harm, attempts to push/pull away, or not allowing the officer to get close to the subject.
5. Aggressive physical resistance — Moderate potential for physical harm. A subject makes overt, hostile attacking movements which may cause injury or incapacitation. This may be in the form of striking, kicking, punching, biting, attacking, or tackling the officer.
6. Aggravated physical resistance — High potential for great bodily harm. A subject is using or attempting to use deadly force with the purpose of causing death or serious physical injury or in the manner of its use or intended use is capable of creating a substantial risk of causing death or serious physical injury.

**B. Police Officer Response Levels**

1. **Command presence** — No potential for physical harm. The police officer is there, on the scene, with the subject. The police officer is identified verbally or by other identification.
2. **Communication** — No potential for physical harm.
  - a. **Dialogue** — Communication between the police officer and subject aimed at problem identification or resolution.
  - b. **Verbal direction** — A police officer tells or commands a subject to engage in or refrain from a specific action or non-action.
  - c. **Touch** — A police officer may use an assisting touch, or a firm strong touch, when guiding, directing, or obtaining the attention of a subject.
3. **Physical Control Options** — Options (a) through (d) involve the slight potential for physical harm. Options (e) through (f) involve the slight to moderate potential for physical harm. Police officers trained in the use of these techniques or weapons, listed in options (e) through (f), may threaten to use or use them when a subject is actively physically resisting or the police officer reasonably believes approaching the subject is unsafe or would escalate the incident.
  - a. Restraint devices
  - b. Control holds
  - c. Pain compliance
  - d. OC agents
  - e. Takedowns
  - f. Countermoves
4. **Intermediate Control** — Moderate potential for physical harm. Police officers trained in the use of these techniques or weapons may threaten to use or use them when a subject is actively physically resisting or the police officer reasonably believes approaching the subject is unsafe or would escalate the incident.
  - a. Impact weapons

b. Less-lethal impact munitions

5. **Deadly Force** — High potential for great bodily harm or death. Deadly physical force, as defined in the definition section of this order, shall be threatened or used only to protect a police officer or others from what the police officer reasonably believes to be an imminent threat of death or serious physical injury. Police officers may use weapons and techniques including firearms; impact weapon strikes to vital organs such as the head or neck; and less-lethal impact weapons to vital areas of a subject. Police officers may use these or other weapons, instruments, or techniques to deliver deadly force as authorized by this order. The Department's policy is to use the amount of force that is reasonable and necessary under the circumstances and which a reasonably prudent police officer would use under the same or similar circumstances.

- C. The Use of Force Matrix provides additional factors to be considered and evaluated by the police officer in order to determine the appropriate response to a subject's resistance.

**Authorization for Use of Deadly Force**

The threat or use of deadly physical force is authorized under the following circumstances:

- A. To protect a police officer or others from what the police officer reasonably believes to be an imminent threat of death or serious physical injury.
- B. To effect the arrest or prevent the escape from custody of a person who the police officer reasonably believes has committed a felony involving the use or threatened use of deadly force and only if there is an imminent and great risk that person will cause death or serious injury if apprehension is delayed. Tennessee v. Garner, US Sup. Ct.

**Prohibited Use of a Firearm**

Firearms shall not be used to fire a warning shot.

### Rendering Aid and Transporting Subjects

- A. Once a subject is brought under control, immediate medical attention shall be sought for any subject who has been physically injured or is considered at risk for injury due to preexisting physical or medical conditions.
- B. Police officers who have administered OC shall render appropriate aid as soon as practical in accordance with AZ DES OIG Operations Manual Order, *Pepper Spray Use and Report* (# 4.7).

### Critical Incident Use of Force Process

- C. Any use of force resulting in death, serious physical injury, or involving the use of a firearm shall be independently investigated and reviewed by an outside Law Enforcement Agency to be selected by the AZ DES OIG Chief Law Enforcement Officer (CLEO).
- D. The AZ DES OIG CLEO shall be responsible for directing the completion of the OSI Use of Force Reporting Form and the Unusual Incident Report (J-309) for any use of force resulting in death, serious physical injury, or involving the use of a firearm.

### Reporting

- A. The police officer shall immediately notify their supervisor when:
  1. The use of force option results in injury or complaint of injury to the subject or police officer.
  2. There is an unintentional discharge of a firearm.
  3. Any of the use of force options listed below, are used:
    - a. OC
    - b. Takedowns
    - c. Countermoves
    - d. Chemical agent munitions
    - e. Impact weapons

- f. Less-lethal impact weapons
  - g. Deadly force
- B. Police officers shall complete a Use of Force Reporting Form when directly involved in the use of force listed above in sections VI(A)(1) and (2), or when the type of force listed above in section VI(A)(3) is threatened, displayed, or used.
- C. Police officers directly involved in the use of force listed above in sections VI(A)(1) and (2), or when the type of force listed above in section VI(A)(3) is threatened, displayed, or used, will immediately contact a supervisor after any care is provided to the subject or bystanders. The supervisor will immediately contact the AZ DES OIG CLEO who will notify the Assistant Director of the incident. An Unusual Incident Report (J-309) will be completed by the police officer and turned into management within 24 hours of the incident.
- D. Police officers are not required to complete a Use of Force Reporting Form during service of search warrants or during SWAT operations when force is threatened or displayed. The Use of Force Reporting Form is required when force is used during service of search warrants or during SWAT operations unless the operation is classified as a critical incident; refer to section V of this order.
- E. The Use of Force Reporting Form does not replace documenting the use of force incident in the offense, incident, or supplemental report. The offense, incident, or supplemental report shall contain the following information:
1. Method used for controlling or subduing the subject.
  2. Events, circumstances, and details surrounding a use of force incident.
  3. Number of strikes/bursts/rounds and location of impact/length of burst.
  4. Approximate distance from the subject when chosen method was deployed, except for countermoves and impact weapons.
  5. How the use of force affected the subject, effectiveness, and injuries to the suspect or bystanders, as applicable.
  6. Aftercare provided to subject and/or bystanders.



- F. The original Use of Force Reporting Form shall be attached to the original offense, incident, or supplemental report and submitted to the police officer's supervisor.
- G. The supervisor shall review the report and forward the original Use of Force Reporting Form attached to the original offense, incident, or supplemental report to Department Records and a copy to the Deputy Chief for data collection.

### **Training**

Police officers shall receive initial and recertification/refresher training in all levels of force addressed in this order to comply with Arizona Peace Officer Standards and Training requirements.

### **Authority**

Arizona Revised Statutes (ARS):

ARS § 13-105            Definitions

In the event of a conflict between this policy and any of the applicable, legal authority, the legal authority shall control.

**ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
OFFICE OF INSPECTOR GENERAL**

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<b>Title:</b>	<b>AUTHORIZED FIREARMS</b>		
<b>Section:</b>	<b>General</b>	<b>Policy #:</b>	<b>9.2</b>
<b>Date Issued:</b>	<b>07/12</b>	<b>Last Revision Date:</b>	<b>08/15</b>

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**I. Purpose**

This policy provides guidelines for Arizona Department of Economic Security Office of Inspector General (AZ DES OIG) approved firearms, ammunition and training.

**II. Definitions**

**A. *Approved firearm:***

1. has been approved by the Arizona Department of Economic Security Office of Inspector General Chief Law Enforcement Officer (AZ DES OIG CLEO) and passed inspection by the Certified Armorer.
2. for which the sworn officer authorized to carry a firearm has satisfactorily completed AZ DES OIG training and successfully qualified with the firearm in accordance with AZ DES OIG Policy, *Firearms Training and Qualification* (#9.3).

**B. *Authorized firearm:*** the Smith and Wesson (S&W) M&P 40c, that was purchased and issued by the AZ DES OIG, will be the primary weapon. The AZ DES OIG CLEO may approve additional weapons.

**III. Policy**

The AZ DES OIG recognizes the need to authorize weapons and ammunition that are proven to be safe, reliable, and effective. The AZ DES OIG, Chief Law Enforcement Officer (AZ DES OIG CLEO) shall specify AZ DES OIG-authorized firearms and ammunition, as well as training and safety standards.

**IV. Authorized Duty Firearms**

- A.** Sworn officers shall be assigned a primary firearm. If approved, sworn officers may also use a backup, secondary and/or special assignment firearm

as provided in Appendices 1 and 2: Appendix 1, AZ DES OIG Approved Primary Firearms and Appendix 2, AZ DES OIG Approved Secondary and Backup Firearms.

- B. In addition, each sworn officer must read and sign the Statement of Understanding and Agreement, available on the OSI share drive as a form-fill Word document. This document will be retained on file by the Firearms Instructor and the AZ DES OIG Liaison.

#### V. Privately-Owned Firearms

- A. Sworn officers may use personal funds to purchase authorized firearms for use in the performance of their official duties. The Certified Armorer shall inspect privately owned firearms prior to an officer's carrying or using on duty.
- B. Prior to using personal funds to purchase an authorized firearm for official law enforcement duties, sworn officers shall ensure the transaction is in compliance with existing laws and federal firearms regulations (United States Code, Title 18).

#### VI. Modification of Firearms

No modification, repair or replacement of an authorized firearm shall be made unless performed by the Certified Armorer; unless otherwise authorized by the AZ DES OIG CLEO. Personally owned authorized firearms that have been modified, repaired or replaced must be re-inspected by the Certified Armorer prior to being carried.

#### VII. Ammunition

Ammunition for duty purpose will be approved by the AZ DES OIG CLEO and issued by the Firearms Instructor or their designee

#### VIII. Firearms Training

Sworn officers must demonstrate proficiency in the use of their authorized and approved firearms. The AZ DES OIG CLEO and the Firearms Instructor shall be responsible for ensuring that all sworn officers meet the requirements outlined in the Arizona Peace Officer Standards and Training (AZ POST) Standards.

#### IX. Incident Investigation and Review

Incidents involving sworn officer's use of firearms shall be reported, investigated and reviewed in accordance with the AZ DES OIG policy and reviewed by the Arizona

Attorney General's Office. Law enforcement, with primary jurisdiction for the location where the incident occurred, will conduct the criminal investigation. The administrative investigation will be conducted by a unit designated by the AZ DES OIG.

## APPENDIX 1

### AZ DES OIG Approved Primary Firearms

- All primary firearms must be black or stainless steel and accessories must be black. Any other color must be approved by the AZ DES OIG CLEO.
- All Items must be installed by the Certified Armorer.

<u>Weapons:</u>
S&W M&P 40c*
FNH FNS40L in 40 S&W
Glock 35 Gen 4 in 40 S&W
Sig Sauer P226R or P229R in 40 S&W

* - Primary weapon issued by the AZ DES OIG CLEO.

## APPENDIX 2

### AZ DES OIG Approved Secondary and Backup Firearms

- All secondary and/or backup weapons and accessories must have a black, stainless steel, nickel or blued finish. Any other color must be the AZ DES OIG CLEO.
- All items must be installed by the Certified Armorer.

<u>Weapons:</u>	
Beretta	Any 380, 9mm or 40 S&W model approved by AZ DES OIG CLEO
Colt	Any 38 Special (barrel under 3") model approved by AZ DES OIG CLEO
Diamondback	Any 380 or 9mm model approved by AZ DES OIG CLEO
FNH	Any 9mm or 40 S&W model approved by AZ DES OIG CLEO
Glock	Any 380, 9mm or 40 S&W model approved by AZ DES OIG CLEO
Kahr	Any 380 or 9mm model approved by AZ DES OIG CLEO
Kimber	Any 9mm model approved by AZ DES OIG CLEO
Ruger	Any 380, 9mm or 38 Special (barrel under 3") model approved by AZ DES OIG CLEO
Sig Sauer	Any 380, 9mm or 40 S&W model approved by AZ DES OIG CLEO
S&W	Any 380, 9mm, 38 Special (barrel under 3") or 40 S&W model approved by AZ DES OIG CLEO
Taurus	Any 38 Special (barrel under 3") model approved by AZ DES OIG CLEO
Walther	Any 380 or 9mm model approved by AZ DES OIG CLEO

**NOTE:** All personally owned firearms must be inspected by the Certified Armorer and transition training with qualification must be completed before the weapon may be carried on duty. At least one extra magazine (for semi-autos) or one rapid loading device (for revolvers) is required to complete qualifications. Qualifications are conducted from the holster used to carry the weapon while on-duty.

## Statement of Understanding and Agreement



### Arizona Department of Economic Security Office of Inspector General

#### STATEMENT OF UNDERSTANDING AND AGREEMENT

I, _____, hereby acknowledge and declare that:  
*Print Name*

- I am aware that the Arizona Department of Economic Security, Office of Inspector General's (AZ DES OIG) policies are available to me upon request to my Supervisor or the Arizona Peace Officer Standards and Training (AZ POST) DES OIG Liaison. It is my responsibility to familiarize myself with these policies.

- In addition, by initialing below I confirm that I have received, read and understand the following policies:

_____ *Carrying of Firearms (#4.2, rev 08/15),*

_____ *Chemical Agents: Use and Report (#4.7, rev 08/15),*

_____ *Use of Force (#9.1, rev 08/15),*

_____ *Authorized Firearms (#9.2, rev 08/15), and*

_____ *Firearms Training Qualification (#9.3, rev 08/15)*

- I agree to conduct my activities in accordance with the policies listed above and understand that failure to abide by these policies may result in disciplinary action, up to and including termination, or other legal remedy available to AZ DES OIG.

_____  
*Signature*

_____  
*Witnessed by*

_____  
*Date*

_____  
*Date*



**ARIZONA DEPARTMENT OF ECONOMIC SECURITY  
OFFICE OF INSPECTOR GENERAL**

**OPERATIONS MANUAL**

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<b>Title:</b>	<b>FIREARMS TRAINING AND QUALIFICATION</b>		
<b>Section:</b>	<b>General</b>	<b>Policy #:</b>	<b>9.3</b>
<b>Date Issued:</b>	<b>07/12</b>	<b>Last Revision Date:</b>	<b>08/15</b>

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**I. Purpose**

This general policy establishes guidelines and responsibilities for Arizona Department of Economic Security Office of Inspector General (AZ DES OIG) firearms training and qualification and outlines proficiency standards.

**II. Policy**

In the interest of public safety, AZ DES OIG certified peace officers (sworn officers) authorized to carry weapons in conjunction with department activities must be appropriately armed and qualified regarding the proper use of firearms in accordance with the standards set by the Arizona Peace Officer Standards and Training (AZ POST) Board and the AZ DES OIG.

**III. General**

- A. The Arizona Department of Economic Service, Officer of Inspector General, Chief Law Enforcement Officer (AZ DES OIG CLEO) shall establish standards, and schedule firearms training and qualification sessions for sworn officers authorized to carry firearms in conformity with the administrative rules set forth in Arizona Administrative Code Title 13, Ch. 4 (Rules).
- B. Firearms training will be conducted only for use of department authorized firearms which have been inspected and approved by a Certified Armorer.
- C. Sworn officers in position classifications which require the carrying of firearms shall successfully complete the basic course of firearms instruction and qualification required for AZ POST certification.
- D. Sworn officers shall qualify on the firing range before being authorized to carry firearms. Continued qualification must be demonstrated annually at scheduled qualification sessions in compliance with AZ POST requirements.

1. Sworn officers must qualify at each of the annual qualification sessions with all primary weapons they are authorized by the AZ DES OIG to carry.
2. Sworn officers must qualify with AZ DES OIG authorized backup and/or secondary weapons at one of the annual qualification sessions.

#### **IV. Mandatory Ear and Eye Protection**

All sworn officers shall wear AZ DES OIG approved ear and eye protection during all firearms training.

#### **V. Firearms Instructors**

- A. The Firearms Instructor shall meet AZ POST Board instructor requirements.
- B. AZ DES OIG Liaison shall maintain all training certifications and records Firearms Instructor certification records.
- C. The Firearms Instructor shall coordinate the scheduling of firearms training and qualification sessions for the calendar year with the AZ DES OIG CLEO.

#### **VI. Attendance at Training and Qualification Sessions**

- A. Sworn officers shall attend all firearms training and qualification sessions for which they are scheduled.
- B. The Firearms Instructor shall immediately advise the AZ DES OIG CLEO when a sworn officer fails to participate in a scheduled session.
- C. Sworn officers failing to attend a scheduled session will be scheduled for a make-up session by the Firearms Instructor.

#### **VII. Failure to Qualify/Remedial Training**

- A. When conducting firearms qualifications, the Firearms Instructor shall have all sworn officers failing to qualify after the second attempt, complete a third qualification attempt prior to the sworn officer leaving the range.
  1. If a sworn officer fails to qualify after three attempts, the Firearms Instructor shall immediately notify the sworn officer's immediate supervisor and the AZ DES OIG CLEO.

2. The AZ DES OIG CLEO will immediately relieve the sworn officer from duty and will assign the sworn officer to attend remedial training with the Firearms Instructor.
  3. The sworn officer shall be relieved from the authority to carry a firearm in an on duty capacity. However, the sworn officer shall maintain possession of the firearm to allow for dry fire practice and to attend remedial training.
- B. The sworn officer will attend an AZ DES OIG remedial course conducted by a certified Firearms Instructor. Upon completion of this remedial training program, the sworn officer shall have two attempts to qualify.
  - C. If the sworn officer fails to qualify, the AZ DES OIG CLEO will immediately assign the sworn officer to additional remediation training.
  - D. The remediation training provided by the Firearms Instructor will be an individualized program focusing on the problems reported by the Firearms Instructor.
  - E. If the sworn officer fails to qualify after the additional remediation training, the AZ DES OIG CLEO will be notified.
  - F. The firearms instructor conducting any post-failure to qualify instruction shall document the nature of the training and forward the documentation to AZ DES OIG CLEO.

### **VIII. Exemptions**

- A. The AZ DES OIG CLEO may grant an exemption from participating in a scheduled qualification session to sworn officers who are unable to attend due to a medical condition or other conflict. Only the AZ DES OIG CLEO may grant this exemption.
- B. Sworn officers granted an exemption must participate in the next scheduled make-up session.
- C. When sworn officers are unable to participate in the next scheduled session, the AZ DES OIG CLEO will automatically relieve them of the authorization to carry firearms. Those sworn officers must participate and qualify in a qualifying session prior to having that authorization restored.

### **IX. Authority**

Arizona Administrative Code, Title 13, Ch. 4, Arizona Peace Officer Standards and Training Board

Arizona Revised Statutes (ARS):

- ARS § 13-105      Definitions
- ARS § 38-1113      Carry of firearms by peace officers; exceptions; definitions
- ARS § 41-1821      Arizona peace officer standards and training board; membership; appointment; term; vacancies; meetings; compensation; acceptance of grants
- ARS § 41-1822      Powers and duties of board; definition
- ARS § 41-1823      Adoption of minimum qualifications; certification required

In the event of a conflict between this policy and any of the applicable, legal authority, the legal authority shall control.

## Christopher Luebkin

---

**From:** Maya, Autumn <AMaya@azdes.gov>  
**Sent:** Wednesday, February 22, 2017 10:27 AM  
**To:** Christopher Luebkin  
**Subject:** RE: Failures to Qualify with Firearms  
**Attachments:** DES-OIG PSO Operating Procedures.pdf

I am not aware of any formal DES policy in regards to firearms however, we (Carlos, Rey and I) have put together "standards" for our security officers.

Attached is a copy of the Protective Service Officer Standards of Operation, see Section 5. Weapons, as it pertains to firearms procedures to include qualifications, failures and remedial training.

Let me know if you need anything additional.

Thanks

**From:** Christopher Luebkin [mailto:CLuebkin@AZDPS.GOV]  
**Sent:** Tuesday, February 21, 2017 4:08 PM  
**To:** Maya, Autumn <AMaya@azdes.gov>  
**Subject:** Failures to Qualify with Firearms

Hi Autumn,

Bill Foldesh told me that when he was the training coordinator, there was no written formal policy concerning DES' procedures for firearms qualifications, and for handling qualification failures. Is there now a formal written firearms policy that covers this, and if so, would you please send it to me.

If DES still does not have a written formal policy, what is your understanding of the requirements concerning qualifications (such as how often, minimum scores)? If no written policy, what is your understanding of how to handle failures?

Thanks,

Chris

**Chris Luebkin, Inspector**  
Arizona State Troopers  
Office of the Director

[CLuebkin@azdps.gov](mailto:CLuebkin@azdps.gov)

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# PROTECTIVE SERVICES OFFICER STANDARDS 2016-2017

**OFFICE OF INSPECTOR GENERAL**  
PROTECTIVE SERVICES ADMINISTRATION





## MISSION

The mission of the Protective Services Division is to provide a safe working environment to Department of Economic Security clients and colleagues in support of their essential duties statewide. PSA's goal is to keep DES employees and clients safe and secure in the advancement of DES' mission and agency-wide goals.

## VISION

To provide protective services DES clients and colleagues. To strive for a culture bonded in the highest ethical and professional standards in response to community needs at all times by maintaining a workforce having pride, professionalism, courteous and confident members

## VALUES

Integrity

Professionalism

Accountability

Diversity

Teamwork

Promotion and support of an organizational climate of trust and respect.

Atmosphere that allows for innovation and change in the delivery of quality, public safety and security services.





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Protective Services Administration

**I. THE POSITION**

Under general supervision Protective Services Security Officers will control access; monitor security systems and provide armed security for DES buildings and property. The Security Officer will inspect facilities for security violations, hazards and other problems.

The Protective Services Security Officers shall:

1. Assesses security needs and monitors employee and visitor access to buildings and property ensuring only authorized entry and arrival at their predetermined destination. They will receive visitors and employees in order to provide assistance.
2. The Security Officer will monitor all security alarms, access control systems and visitor management systems statewide and notifying appropriate personnel for emergencies or service/maintenance.
3. The Security Officers will patrol buildings and grounds; respond to and reports emergencies, unusual incidents or occurrences in order to minimize or deter the development of hazardous or dangerous situations. They will monitor and operate multiple CCTV monitors and video surveillance systems in order to record activities and retrieve video records at varied locations.
4. The Security Officer will document information about unusual incidents; establishes, creates, updates, and maintains manual and automated filing systems and controls access to confidential information; operate a two-way communications system in order to remain in constant radio contact with other security and department personnel.
5. The Security Officer will screen and log hand-delivered envelopes and packages in order to inspect for hazards, conduct safety & security inspections, support Department facilities in conducting evacuation drills and administer first-aid as needed.
6. Maintains proficiency in the use of assigned weapons and equipment.

The Protective Security Officers must have the ability to:

1. Work effectively under highly stressful conditions & control uncooperative subjects.
2. Establish and maintain courteous and effective working relationships with others.
3. Interpret and act upon moderately difficult written information.
4. Communicate clearly and concisely both orally and in writing for the purpose of obtaining and disseminating information.
5. Work independently with minimal supervision.



Protective Services Administration

6. Apply deadly force in accordance with Department policies/procedures.
7. Exercise diplomacy when dealing with people in sensitive situations.
8. Apply active listening techniques in order to obtain complete and accurate information.
9. Function effectively as a member of a team.
10. Analyze information and draw logical conclusions.
11. Operate a personal computer and standard office equipment along with a variety of communications equipment, security alarm systems and video recording systems.
12. Apply first responder techniques in performing emergency first aid (e.g. triage, and CPR, etc.).
13. Successfully complete firearms training to meet and maintain established firearms standards.
14. May work irregular hours, holidays, weekends, call-out and overtime; walk or stand for extended periods of time; work in varying weather conditions.



## II. UNIFORMS & PERSONAL APPEARANCE

The purpose of this policy is to establish standards and guidelines for the proper attire and grooming of security personnel. Appearance and uniform guidelines are provided to promote a safe and professional atmosphere while on duty.

### POLICY

In order to promote a safe and professional atmosphere, it is the policy of the Department of Economic Security, Protective Services Administration that all security officers be properly groomed and dressed appropriately for their position and the environment in which they work. All personnel shall be neat, clean and appropriately dressed when representing the court. Uniform and non- uniform attire shall conform to the requirements of this policy.

### DEFINITIONS

**Uniform Attire:** Uniform attire consists of the currently approved trousers, shirt, shoes and equipment as defined in this policy.

**Business Attire:** Generally, clothing that is appropriate for an office environment. For male security officers, business attire consists of slacks, dress shirt, tie and jacket. For female security officers business attire consists of slacks, blouses/sweaters, dresses or suits. Business attire does not include mini- skirts, t-shirts with logos on them etc.

**Summer Business/ Business Casual Attire:** Clothing appropriate for an office environment but is lighter in weight.

- i. Male business casual attire generally consists of casual pants, short sleeve dress shirts and polo shirts.
- ii. Female business casual attire also includes sleeveless shirts and dresses. Business casual attire does not include clothing such as, shorts, tank tops, halter tops, mini-skirts, t-shirts with logos or exercise clothing.

### PROCEDURES

1. **Proper Attire:** All personnel are required to wear clothing appropriate for their assigned duties. The security manager may direct a Security Officer to return home and change clothing which is inappropriate or unsuitable according to the intent of the standards established by this policy. Security Officers may also be required to replace uniforms which no longer meet these standards. Time required may be charged to personal time and if no time is available as leave without pay.
2. **Hairstyles:** Hairstyle standards shall create a professional appearance and be consistent with generally accepted standards for law enforcement professionals.



Protective Services Administration

- a. Male security officers in uniform shall wear their hair neatly combed and trimmed at all times. Hair shall not be allowed to grow to a length so as to touch the top of the ears, eyebrows, or touch the top of the uniform shirt collar.
  - b. Spiked, Rooster, and other extreme style hair and colorings are prohibited.
  - c. Female security officers in uniform shall wear their hair so that it does not extend below the bottom of the uniform shirt collar.
  - d. Wigs and hairpieces are permitted if in conformance with these standards.
3. Facial Hair: For uniformity and safety, security officers may have facial hair. All facial Hair must be trimmed.
  - a. Mustaches will be trimmed so as not to extend below the corners of the mouth, will not be waxed or twisted, handlebar and upturned mustaches are not authorized.
  - b. Goatees allowed but must be neatly trimmed.
  - c. Sideburns shall be trimmed so as not to extend below mid ear and shall not appear bushy. They shall end in a clean shaven horizontal line not protruding toward the cheek.
4. Makeup: Female security officers may wear cosmetics which presents a professional appearance.
5. Jewelry: Jewelry may be worn which is appropriate to the duty assignment and attire.
  - a. Security Officers in uniform may wear wristwatches and rings conforming to a conservative style and is not a safety issue. Female security officers with pierced ears may wear one small studded earring in each ear, on the earlobe. No other visible jewelry shall be worn.
  - b. Security Officers on duty out of uniform may wear jewelry which does not interfere with their ability to perform their job or conflict with safety standards.
6. Tattoos: Security Officers with tattoos or a brand which may be considered offensive, unprofessional or have an adverse effect on their ability to perform their assigned duties will make every effort to cover or conceal them.



## UNIFORMS

Uniforms will consist of the following:

- Shirts will be tan short sleeves, to match uniform trousers.
- Trousers will be tan with the cuffs trimmed to a length to touch the top of the shoes.
- Shoes will be black with a plain toe and walking heel, in leather or conform.
- Other boots or shoe styles must be approved by the Security Director. Footwear must be polished when worn with the uniform.
- Undershirts shall be worn with the uniform. Undershirts may be white or black and cannot have writing or pictures on them.
- While in uniform black or navy blue socks will be worn. Socks with white feet may be worn, but the white shall not show above the shoe. White socks may be worn with written medical authorization.

## EQUIPMENT

Equipment issued by the Department, (Security Officers must display competency prior to issuance of this equipment) consists of the following:

1. Firearm - Glock Model 17 or 19 9mm caliber
2. Magazines (3) – Glock, 15 round for the Model 17 or 19.
3. Baton - ASP, length of 20"
4. Handcuffs – Peerless
5. Department issued holster

Security personnel shall be assigned a primary handgun. If approved, may also use a special assignment handgun, and impact weapons.

“Leather” goods are a manufactured black nylon as follows:

1. Gun belt, black nylon 2 ¼ inches wide.
2. Underbelt, black nylon with Velcro fastener worn under the gun belt.
3. Holster, black nylon for the issued firearm.
4. Magazine holder, black nylon designed to carry two (2) magazines for the issued firearm.
5. Handcuffs & case
6. Baton holder, black nylon designed to carry an ASP.
7. Belt Keeper Straps, four (4) each to be worn evenly spaced around the waist

## OTHER ACCESSORIES:

1. Flashlight holder
2. Key carrier
3. Portable radio carrier.

Protective Services Security Officers are charged with providing for the safety and protection of employees and visitors to the AZ DES Buildings. This responsibility includes protection of personal life and property issued, owned or used by AZ DES personnel. These official duties may place a Security Officer in a circumstance where use of a firearm may become necessary.



Protective Services Administration

1. **Firearms**  
All Protective Services Security Officers are required to properly secure, store, maintain handle and care for all Departmental issued firearms. The misuse, negligent use, or care-less conduct, to include negligent or careless storage of equipment, is prohibited.
2. **On-Duty Weapons**  
Authorized Department personnel, shall be armed at all times while on duty with a fully loaded handgun of a make and model approved by the Protective Services Director and issued by the Department. The Department shall maintain a list of issued equipment, including serial numbers of issued firearms.
3. **Knives**  
Unauthorized unless prior Department consent is given.

**NOTE:** Authorized Department personnel will be issued a holster and dual magazine holder for wear with the department uniform, designed to accommodate the weapon with the appropriate level of security. While on duty, authorized members in plainclothes shall also carry a fully loaded spare magazine of ammunition.

4. **Off-Duty Weapons**  
No departmental issued weapon, or any weapon used for on-duty purposes, may be carried in an off-duty capacity. Duty weapons may be carried in an off-duty status to and from work, a firing range, or other locations required for employment.

**NOTES:** Any authority to carry a firearm off-duty in a concealed manner must be in compliance with the laws of the State of Arizona. Any Division personnel that choose to carry a firearm off-duty in any manner must do so in compliance with all Federal, State and local laws, statutes or codes.

1. **Personally Owned Equipment and Firearms**  
In those situations where personally owned equipment, including firearms, is permitted to be carried, the Department assumes no responsibility for loss or damage that may occur to that equipment. Division Personnel authorized to carry personal equipment, are under the same rules and regulations as if the equipment was Department issued.
2. **Firearms Practice and Qualification**  
Security Officers are responsible to maintain proficiency with their issued firearm. Security Officers are required to pass a firearms qualification course annually. Periodic practice will ensure proficiency and proper function and reliability of issued firearms.

The qualification course will follow the standards of the Arizona POST firearms training course.

**NOTES:** Any Security Officer failing to attain a qualifying score will be granted a second opportunity to qualify. If they are still unable to qualify, they will receive remedial training and an additional practice session. After training and practice they will be given two additional opportunities to fire a qualifying score. If they are still unable to meet the minimum qualification standards, they will be relieved of their firearm and may be subject to additional action.





Protective Services Administration

3. **Firearms Maintenance and Repair**  
Security Officers shall be responsible for cleaning and inspecting their issued firearm. Firearms should be cleaned when 50 or more rounds have been fired. A good practice would be to clean your weapon after every use.

All repairs must be made or arranged by the Department approved armorer(s).

The Department shall retain ownership of all firearms and all other firearm related equipment purchased and provided to Security Officers.

No modification, repair, or replacement of a department-authorized firearm shall be made unless performed or authorized in writing by the Protective Services Director.



### III. CODE OF CONDUCT

Security Officers are expected to maintain a level of conduct complimentary to their department. The way a Security Officer acts or reacts to a situation can determine their effectiveness in that situation. Their actions also reflect on how the entire Department is viewed.

Providing protective services places Security Officers in the unique position of having access to all offices in every department. Security Officers are placed in situations where they may discover files and other information not meant for publication. Security Officers often learn of employees' personal problems and situations in the workplace. Every Security Officer must strive to be completely trustworthy, and have the ability to keep matters confidential.

Security Officers meet and converse with many examples of the general public. On or off duty in the DES buildings, Protective Services Security Officers will always afford citizens the respect due them. Address each by "Sir", "Ma'am" or their formal title.

Use the following list to provide guidelines in which to measure your performance. These include but are not limited to:

1. Being courteous and polite in dealing with employees and visitors
2. Rumors are just that, don't spread them
3. Offensive or abusive language will not be used. Someone is **always** listening.
4. Refrain from conversation containing sexual tone or innuendo
5. Personal problems between Security Officer's and with employees will be reported to the Security Director.
6. At no time will any Security Officer remove any item from any office without permission.
7. Computer systems found on, will be left on.
8. Offices found to be unlocked will be checked, secured and noted in the log.

Security Officers will conduct themselves in a manner which will bring credit upon themselves, and the Department.

If Protective Service Security Officers have allegations of misdeed or complaints about their performance submitted against them, the procedures established by DES Policies and Procedures will be followed.



## CODE OF CONDUCT

There are ten elements to the code of ethics for DES Protective Service Officers. The code is as follows:

*In my capacity as a DES Protective Service Officer hired to prevent, report and deter crime, I pledge:*

1. To protect human life and property, in that order, and only under conditions of extreme necessity and as an absolute last resort will deadly force be used; to prevent and reduce crime committed against the Arizona Department of Economic Security, or other organizations and institutions to which I am assigned; abide by the constitution of the United States, and the laws of Arizona.
2. To carry out my duties with honesty and integrity and to maintain the highest moral principles.
3. To faithfully, diligently and dependably discharge my duties, and to uphold the laws, policies and procedures that protect the rights of others.
4. To discharge my duties truthfully, accurately and prudently without interference of personal feelings, prejudices animosities or friendships to influence my judgments.
5. To report any violation of law or rule or regulation immediately to my supervisors.
6. To respect and protect information considered confidential and privileged by my employer or client, except where their interests are contrary to the law or this code of ethics.
7. To cooperate with all recognized and responsible law enforcement agencies within their jurisdiction.
8. To accept no compensation, commission, gratuity, or other advantage without knowledge and consent of my employer.
9. To conduct myself professionally at all times, and to perform my duties in a manner that reflects credit upon myself, my employer and the security profession.
10. To continually improve my performance by seeking training and educational opportunities that better prepare me to carry out my security duties.

*I acknowledge that I have read and that I understand the Code of Conduct.*

---

*Print Name*

*Signature*

*Date*



#### IV. POST ORDERS

##### 1. ORDERS

- A. Designed as the outline for the functioning of Offices at an assigned location.
  - 1. Every Security Officer will be knowledgeable be of their Post Orders.
  - 2. Every supervisors will insure the Post Orders are completed, current & adhered to.
- B. Each location may have directives significant to that location.
  - 1. Each Post Order should reflect the general and specific needs for the Location.

##### 2. GENERAL TOPICS

- A. Daily Procedures.
  - 1. Outline the daily duties for the location.
    - a. Describe the duties as clearly as you can.
    - b. Specify what you need the Security Officers to do everyday.
  - 2. Meet with Office managers to get input
    - a. They may have definite expectations for the Security Officers.
  - 3. Familiarize the Security Officers with floorplan of Office.
  - 4. Monitoring duties to keep security of location.
- B. Emergency Procedures.
  - 1. Align with AZ DES Emergency Procedures Handbook.
    - a. Office staff train to this standard.
  - 2. Be aware of Exits and evacuation plans.
    - a. Fire, Police Incidents, Medical Emergencies.
  - 3. Alarm procedures for site.
    - a. Fire alarms.
    - b. Panic alarms.
- C. Incident Reporting.
  - 1. Contact reporting lists.
  - 2. Provide copy of "UIR J-309-FF" form to Security Officers.
    - a. Establish reporting criteria for Security Officers.
    - b. Insure Supervisor controls for reporting.
  - 3. Insure Daily Logs are specified to be completed at the end of each shift or by the end of the next shift.
  - 4. Create "pass along" logs and sign in sheets, if necessary.
- D. Incorporate site specific procedures.
  - 1. What security officers need to do at that location?
  - 2. Sign on and sign off procedures.
    - a. Check in or sign in sheet.
    - b. When can a security officer sign off duty?
- E. Supervisor controls implemented.
  - 1. When does a supervisor need to be notified?



## POST ORDERS

START DATE:                      START TIME:                      END TIME:                      LUNCH TIME: **Varied**

DIVISION/PROGRAM: **OIG/PSA**

LOCATION POINT OF CONTACT:

DES OIG PSA- POINT OF CONTACT:

LOCATION ADDRESS:

ALTERNATE CONTACT:

**Lt. Rey Nejo**

**Office#:602-542-3335; Cell#:**

---

### I. Reporting for Duty.

A. Upon arrival Protective Service Officers:

- 1) Be in complete uniform and ready to perform their duties.
- 2) Will practice professional customer service.
- 3) Make communications check with other officers to insure radios are functioning.
- 4) Check emails for updated security information & deploy to posted positions.
- 5) At the end of each shift, each Officer will clear they are "10-7", before leaving site. If supervisor is already "10-7", final remaining Officer need only secure.

### II. Daily Procedures.

A. Create and complete daily security log; each officer.

- 1) Forward completed log to Supervisor by no later than end of next shift.

B. Review all daily correspondence at beginning of shift. Complete any requests or schedule time in shift to complete them before the end of the assigned shift.

C. Multiple officers' sites; rotate positions to provide coverage and patrol to location.

D. If an officer is going to be late or not staffing for shift due to illness or other emergency; notify the immediate supervisor or in his absence, another Protective Services Supervisor.

- 1) If any planned time off (vacation, appointment, etc.) is anticipated in the coming work week, notify the supervisor with no less than 5 working days. This is to allow time for scheduling adjustments to be made.
- 2) Obviously, all emergency & sick time cannot always be planned, so it is recommended that as much notification be given as possible.

E. Report any questions or concerns to your immediate supervisor. Maintain the chain-of-command regarding any operational issues.

### III. Incident Reporting.

A. Immediate supervisor & UIR will be completed under any of the following:

- 1) Armed subject on property.
- 2) Medical call for assistance.
- 3) Report of violent client or employee.
- 4) Damage to State property or vehicle.
- 5) Dignitary on property.
- 6) Police, Fire or EMS on property, in official capacity or call including false alarms.
- 7) Protective Services Officer confrontation involving use of force.
- 8) Escort of terminated employee from duty station, where violence is suspected.
- 9) Injured employee report.
- 10) Bomb Threat.

- 11) Domestic Violence issue, including order of protection service or violation; restraining order service or violation; harassment or stalking.
- 12) Phone threat of violence or injury towards employee.
- 13) Criminal Trespass violation.
- 14) Security Breach, i.e. unescorted, unauthorized person in secure area of property.
- B. Other incidents, Officer will document activity in Daily Log.
- C. Parking Advisory Log will be filled in whenever a Parking Warning/Advisory is issued
- D. Respond and handle Fire, EMS Police incidents as required.
  - 1) Medical-apply emergency medical treatment to level of training only; Airway, Breathing, Circulation.
  - 2) Manage patient until medical personnel arrive.
  - 3) Fire- Evacuate personnel to safe area.
  - 4) Police- Stabilize and secure scene.

**III. Emergency Procedures.**

- A. Review & familiarize yourself with the AZ DES Emergency Procedure Handbook (ISA-1003B).
- B. Contact appropriate Agency (Fire, Police, EMS)
- C. Familiarize yourself with building floor plan.
- D. Complete UIR (J-309-ff form).
- E. Emergency Notifications
  - 1) If you have any questions, or see anything suspicious, notify your supervisor immediately!
  - 2) Do not hesitate to radio the Front Desk, or call the Capitol Police at: 602-542-4580; or in the event of immediate danger, dial 9-1-1.

**V. Site Specific procedures.**

A.

Prepared by:

_____  
Print Name

_____  
Signature

Approved

NotApproved

Approved by:

_____  
Print Name

_____  
Signature

Effective date:

Revised date:



## V. LEAVE POLICY/DRUG FREE WORKPLACE

The Protective Services Staff follows the policies and procedures of the Arizona Department of Administration leave policy (see attached). Due to job requirements to maintain coverage, Security Officers must adhere to additional rules pertaining to all leaves.

Due to the specialized services provided by the Protective Services Administration, time off should be requested well in advance so coverage can be scheduled and services required will not be hindered.

The nature of the security demands many employees work odd hours. Some offices may hold meetings extending well beyond normal work hours and sometimes classes, meetings, hearings and other events could take place over weekends and on holidays.

The Protective Services Administration Director is responsible for providing ample personnel to perform these duties at all times. A monthly work schedule is planned indicating daily shifts and days off for each Security Officer. Work schedules are prepared as far in advance as is practical.

In order to provide maximum coverage, all security officers work a 40 hour week assigned to a certain shift with day weekends and state holidays off. Security Officers may be assigned to rotate through various shifts or be assigned a steady shift.

Unfortunately, mission requirements, incidents, accidents and requests for additional security coverage occur with little or no notice. To allow for this, a work schedule must be flexible and will be changed when necessary to ensure coverage. Security Officers may be required to work extended hours, additional tours or without days off.

Protective Service Security Officers are responsible for checking with their supervisor at least once daily for changes. **Tour swaps** are allowed when they will have little or no effect on the needs of the department. Security Officers will request a swap in writing to their supervisor. If approved, those changes will be reflected on the next shift. Requests that are disapproved will be returned to the Security Officers involved with a reason for the rejection.

Security Officers will remain in uniform while on duty until they are properly relieved. Relieving Security Officers will be expected to arrive with sufficient time to check equipment, receive relevant information and allow the relieved Security Officer to depart on time. At no time will any Security Officer leave their assigned post until they have been properly relieved and completed their tour.

### **NORMAL WORK TOURS:**

#### **Day Shift:**

Provides coverage during normal business hours. Security Officers will work an eight hour tour. Start and finish times will be set in accordance with the needs of security but will normally start between 0600 and 1000 hours and finish between 1400 and 1800 hours.

#### **Special Assignment:**

Hours as needed



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While every effort is made to curtail excessive tour changes, Security Officers must understand that the needs of the department come first. When possible, Security Officers involved in a schedule change will be given advance notice.

**Sick Leave:**

If a staff member needs to call in due to illness, their supervisor will be contacted. If the supervisor is not available a message will be left. During non-business hours Security Officers calling in sick will notify their supervisor. If the Security Officer calling in is scheduled to relieve another Security Officer, duty Security Officer will contact their supervisor and follow his instructions. Their supervisor will make the appropriate changes and work schedules. If a Security Officer feels sick while on duty, he/she is to contact their supervisor to get approval to leave their post. If their supervisor is not available, contact the next in command for approval. Never leave your post without permission. The supervisor may require Security Officers to submit a doctor's note for illnesses or a doctor's note certifying ability to perform their duties before a Security Officer may return to duty.

Security Officers requesting five or more consecutive work days leave must submit their requests as far in advance as possible, but not more than 180 days prior to the effective date. Doing this provides a buffer period where schedules can be adjusted and working Security Officers will have ample notice, avoiding unnecessary inconvenience.

If more than one Security Officer has requested the same vacation dates and requirements allow for only one leave, the request received the earliest will be given preference. The needs of the Department will take priority for any leave consideration requests.

**Compensation Time & Personal Days:**

Protective Services Security Officers accumulate compensation time when working more than forty hours in any work week. In order to ensure sufficient coverage, Security Officers are required to cover tours of any Security Officer on sick leave, emergency leave, etc. Compensation time normally accumulates at a rate of time and one half for each hour worked.

If a situation arises which would cause overtime, Security Officers will be asked to volunteer. If no volunteer can be found, a Security Officer will be ordered to perform the required overtime duty. Should more Security Officers volunteer than is needed, the supervisor will select a qualified Security Officer to work.

Security Officer may accumulate up to 80 hours compensation time which may be used as leave time.

When requesting leave of less than five consecutive days, Security Officers will submit requests not more than 60 days or less than 15 days in advance of the dates asked for. Requests submitted for leave less than 15 days in advance may be approved by their supervisor as long as there is appropriate security coverage.

**Drug Free Workplace:**

All staff are required to adhere to DES Policy # DES 1-01-03 Drug Free Workplace Policy.





## VI. OFFENDER ARREST & SEARCH AUTHORITY

The AZ Department of Economic Security has delegated the safety and protection of its staff, employees, the general public they serve and its property to the Protective Services Unit. Performance of these duties may require Protective Services Security Officers to arrest individuals violating criminal statute or law.

### 1. ARREST AUTHORITY

A. DES Protective Service Security Officers do not possess Peace Officer authority to stop and detain a person for investigation.

1. Defined purpose of Protective Security Officers contacts.

a. Falls under 1 of 3 categories.

1) Protection of Personnel.

a) Safety or lives threatened.

2) Protection of Process.

a) Operations or daily business disrupted.

3) Protection of Property.

a) Premises damaged, items stolen.

B. Liability under State Statutes.

1. 13-201. Requirements for criminal liability

The minimum requirement for criminal liability is the performance by a person of conduct which includes a voluntary act or the omission to perform a duty imposed by law which the person is physically capable of performing.

2. 13-204. Effect of ignorance or mistake upon criminal liability

a. Ignorance or a mistaken belief as to a matter of fact does not relieve a person of criminal liability unless:

1) It negates the culpable mental state required for commission of the offense; or

2) It supports a defense of justification as defined in chapter 4 of this title.

b. Ignorance or mistake as to a matter of law does not relieve a person of criminal responsibility.

C. Authority to Detain, not the same as for a Peace Officer.

1. There is no statutory authority for State Security Officers to stop & detain a person for investigation.

2. Contacts by Protective Service Security Officers cannot force compliance by other person.

a. *Brendlin v. California*, 549 U.S. 1263, 127 S.Ct. 2400 (2007)

1) A person is considered to be "seized" & entitled to challenge the government's action under the Fourth Amendment when a Security Officer by means of physical force or show of authority, terminates



or restrains another person's freedom of movement through means intentionally applied.

- b. The allowed exception is the "consensual" contact.
  - 1) The person contacted, consents or agrees to speak with the Security Officer.

D. Authority to Arrest

1. 13-3881. Arrest; how made; force and restraint

- a. An arrest is made by an actual restraint of the person to be arrested, or by his submission to the custody of the person making the arrest.
- b. No unnecessary or unreasonable force shall be used in making an arrest, and the person arrested shall not be subjected to any greater restraint than necessary for his detention.

2. 13-3884. Arrest by private person

A private person may make an arrest:

- a. When the person to be arrested has in his presence committed a misdemeanor amounting to a breach of the peace, or a felony.
- b. When a felony has been in fact committed and he has reasonable ground to believe that the person to be arrested has committed it.

3. 13-3889. Method of arrest by private person

- a. A private person when making an arrest shall inform the person to be arrested of the intention to arrest him and the cause of the arrest, unless he is then engaged in the commission of an offense, or is pursued immediately after its commission or after an escape, or flees or forcibly resists before the person making the arrest has opportunity so to inform him, or when the giving of such information will imperil the arrest.

4. 13-3895. Weapons to be taken from person arrested

- a. Any person making a lawful arrest may take from the person arrested all weapons which he may have about his person and shall deliver them to the magistrate before whom he is taken.

5. 13-3900. Duty of private person after making arrest

- a. A private person who has made an arrest shall without unnecessary delay take the person arrested & deliver him to a peace Security Officer, who shall without unnecessary delay take him before such magistrate. The Security Officer so taking the person arrested before the magistrate shall make before the magistrate a complaint, which shall set forth the facts showing the offense for which the person was arrested.
- b. If, however, the Security Officer cannot make the complaint, the private person who delivered the person arrested to the Security Officer shall accompany the Security Officer before the magistrate and shall make to the magistrate the complaint against the person arrested.



- E. **Placing Violators in Custody:**  
Security Officers responding to a situation must remain alert and maintain communication with their supervisor.
1. **Upon arrival:**
    - a. Ascertain if a crime has in fact been committed
    - b. Radio or call for backup if needed, and request that capitol Police respond to assist or transport persons in custody.
    - c. Place offender in custody, using only the reasonable amount of force necessary to effect the arrest.
    - d. Inform offender of arrest at earliest opportunity.
    - e. Perform a frisk, remove and secure any weapons.
    - f. Handcuff violator(s) for safety.
    - g. Remain with violator until Police arrive and take custody.
    - h. Identify victim(s), obtain pertinent information and secure any evidence.
    - i. When Capitol Police arrive, deliver the violator to them with all pertinent information and evidence.

2. **SEARCH & SEIZURE AUTHORITY**

A. **Search & Seizure**

1. There is no civil protection for conducting an unreasonable search of private property by Security Officer.
  - a. Liability created for loss or damage for non-consensual invasion of person's right to privacy.
  - b. Exception is "abandoned property" or found lost property or discovered unattended property.
    - 1) Intrusion is limited to following:
      - a) Discovery of weapon or contraband.
      - b) Recovery and security of valued item.
      - c) Identification of owner
      - d) Protection of State or employer interest.

**Caution: Consider employee right of privacy.*

*Must be compelling to overcome interest to privacy.*

- c. Protective Services Security Officers are not actual police agents, unless they conduct themselves at the direction of law enforcement.
  - 1) Affects discovery of evidentiary items.
  - 2) The totality of the circumstances will be considered whether Protective Services Security Officer acted as a police agent.  
Skinner v. Railway Labor Executives' Assn. (1989) 489 U.S. 602, 614.



- 3) **Searches by non-law enforcement governmental employees.**
  - a) **Regardless of whether the search was initiated or facilitated by police, the exclusionary rule applies to searches conducted by a government employee if he “acted with the intent to assist the government in its investigatory or administrative purposes and not for an independent purpose.” U.S. v. Attson (9th Cir. 1990) 900 F.2d 1427, 1431-2.**



## VII. USEFUL DEFINITIONS AND ARIZONA REVISED STATUTES

### I. Useful Arizona Statutes for Security Officers; ARS Title 13:

#### A. Definitions: In this title, unless the context otherwise requires:

1. "Act" means a bodily movement.
2. "Conduct" means an act or omission and its accompanying culpable mental state.
3. "Crime" means a misdemeanor or a felony.
4. "Culpable mental state" means intentionally, knowingly, recklessly or with criminal negligence as those terms are defined in this paragraph:
  - (a) "Intentionally" or "with the intent to" means, with respect to a result or to conduct described by a statute defining an offense, that a person's objective is to cause that result or to engage in that conduct.
  - (b) "Knowingly" means, with respect to conduct or to a circumstance described by a statute defining an offense, that a person is aware or believes that the person's conduct is of that nature or that the circumstance exists. It does not require any knowledge of the unlawfulness of the act or omission.
  - (c) "Recklessly" means, with respect to a result or to a circumstance described by a statute defining an offense that a person is aware of and consciously disregards a substantial and unjustifiable risk that the result will occur or that the circumstance exists.
  - (d) "Criminal negligence" means, with respect to a result or to a circumstance described by a statute defining an offense, that a person fails to perceive a substantial and unjustifiable risk that the result will occur or that the circumstance exists.
5. "Dangerous instrument" means anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.
6. "Dangerous offense" means an offense involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument or the intentional or knowing infliction of serious physical injury on another person.
7. "Deadly physical force" means force that is used with the purpose of causing death or serious physical injury or in the manner of its use or intended use is capable of creating a substantial risk of causing death or serious physical injury.
8. "Deadly weapon" means anything designed for lethal use, including a firearm.
9. "Felony" means an offense for which a sentence to a term of imprisonment in the custody of the state department of corrections is authorized by any law of this state.
10. "Firearm" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will or is designed to or may readily be converted to expel a projectile by the action of expanding gases, except that it does not include a firearm in permanently inoperable condition.



11. "Government" means the state, any political subdivision of the state or any department, agency, board, commission, institution or governmental instrumentality of or within the state or political subdivision.
12. "Government function" means any activity that a public servant is legally authorized to undertake on behalf of a government.
13. "Misdemeanor" means an offense for which a sentence to a term of imprisonment other than to the custody of the state department of corrections is authorized by any law of this state.
14. "Offense" or "public offense" means conduct for which a sentence to a term of imprisonment or of a fine is provided by any law of the state in which it occurred or by any law, regulation or ordinance of a political subdivision of that state and, if the act occurred in a state other than this state, it would be so punishable under the laws, regulations or ordinances of this state or of a political subdivision of this state if the act had occurred in this state.
15. "Omission" means the failure to perform an act as to which a duty of performance is imposed by law.
16. "Peace Security Officer" means any person vested by law with a duty to maintain public order and make arrests and includes a constable.
17. "Person" means a human being and, as the context requires, an enterprise, a public or private corporation, an unincorporated association, a partnership, a firm, a society, a government, a governmental authority or an individual or entity capable of holding a legal or beneficial interest in property.
18. "Petty offense" means an offense for which a sentence of a fine only is authorized by law.
19. "Physical force" means force used upon or directed toward the body of another person and includes confinement, but does not include deadly physical force.
20. "Physical injury" means the impairment of physical condition.
21. "Possess" means knowingly to have physical possession or otherwise to exercise dominion or control over property.
22. "Possession" means a voluntary act if the defendant knowingly exercised dominion or control over property.
23. "Property" means anything of value, tangible or intangible.
24. "Public servant" means any Security Officer or employee of any branch of government, whether elected, appointed or otherwise employed, including a peace Security Officer, and any person participating as an advisor or consultant or otherwise in performing a governmental function.
25. "Serious physical injury" includes physical injury that creates a reasonable risk of death, or that causes serious and permanent disfigurement, serious impairment of health or loss or protracted impairment of the function of any bodily organ or limb.
26. "Unlawful" means contrary to law or, where the context so requires, not permitted by law.



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27. "Vehicle" means a device in, upon or by which any person or property is, may be or could have been transported or drawn upon a highway, waterway or airway, excepting devices moved by human power or used exclusively upon stationary rails or tracks.
28. "Damaging" means damage as defined in section 13-1701.
29. "Defacing" means any unnecessary act of substantially marring any surface or place, by any means, or any act of putting up, affixing, fastening, printing or painting any notice on any structure, without permission from the owner.
30. "Property of another" means property in which any person other than the defendant has an interest, including community property and other property in which the defendant also has an interest and, for damage caused by theft of scrap metal, the property of other persons damaged directly or indirectly as a result of the acts of the defendant.
31. "Tamper" means any act of interference.
32. "Enter or remain unlawfully" means an act of a person who enters or remains on premises when the person's intent for so entering or remaining is not licensed, authorized or otherwise privileged except when the entry is to commit theft of merchandise displayed for sale during normal business hours, when the premises are open to the public and when the person does not enter any unauthorized areas of the premises.
33. "Entry" means the intrusion of any part of any instrument or any part of a person's body inside the external boundaries of a structure or unit of real property.
34. "Fenced commercial yard" means a unit of real property that is surrounded completely by fences, walls, buildings or similar barriers, or any combination of fences, walls, buildings or similar barriers, and that is zoned for business operations or where livestock, produce or other commercial items are located.
35. "Nonresidential structure" means any structure other than a residential structure and includes a retail establishment.
36. "Structure" means any device that accepts electronic or physical currency and that is used to conduct commercial transactions, any vending machine or any building, object, vehicle, railroad car or place with sides and a floor that is separately securable from any other structure attached to it and that is used for lodging, business, transportation, recreation or storage.

B. General Criminal Codes:

1. 13-1202. Threatening or intimidating; classification

- a. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:
  - 1) To cause physical injury to another person or serious damage to the property of another; or
  - 2) To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility;

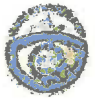


- b. Threatening or intimidating pursuant to paragraph 1 or 2 is a class 1 misdemeanor
      - c. It is a felony if:
        - 1) The offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity.
- 2. 13-1203. Assault; classification
  - a. A person commits assault by:
    - 1) Intentionally, knowingly or recklessly causing any physical injury to another person; or
    - 2) Intentionally placing another person in reasonable apprehension of imminent physical injury; or
    - 3) Knowingly touching another person with the intent to injure, insult or provoke such person.
  - b. Assault committed intentionally, knowingly, recklessly pursuant to paragraph 1 or pursuant to, paragraph 2 or committed pursuant to paragraph 3 is a misdemeanor.
- 3. 13-1204. Aggravated assault; classification:
  - a. A person commits aggravated assault if the person commits assault as prescribed by section 13-1203 under any of the following circumstances:
    - 1. If the person causes serious physical injury to another.
    - 2. If the person uses a deadly weapon or dangerous instrument.
    - 3. If the person commits the assault while the victim is bound or otherwise physically restrained or while the victim's capacity to resist is substantially impaired.
    - 4. If the person is eighteen years of age or older and commits the assault on a minor under fifteen years of age.
    - 5. If the person commits assault as prescribed by section 13-1203, subsection A, paragraph 1 or 3 and the person is in violation of an order of protection issued against the person pursuant to section 13-3602 or 13-3624.
    - 6. If the person uses a simulated deadly weapon.
  - b. Aggravated assault is a felony.
- 4. 13-1402. Indecent exposure; exception; classification
  - a. A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless





- about whether the other person, as a reasonable person, would be offended or alarmed by the act.
- b. Indecent exposure does not include an act of breast-feeding by a mother.
  - c. Indecent exposure to a person who is fifteen or more years of age is a misdemeanor.
5. 13-1502. Criminal trespass in the third degree; classification
- a. A person commits criminal trespass in the third degree by:
    1. Knowingly entering or remaining unlawfully on any real property after a reasonable request to leave by...the owner or any other person having lawful control over such property, or reasonable notice prohibiting entry.
    - b. Pursuant to paragraph 1 of this section, a request to leave by ...any other person having lawful control over the property has the same legal effect as a request made by the property owner or other person having lawful control of the property.
    - c. Criminal trespass in the third degree is a misdemeanor.
6. 13-1503. Criminal trespass in the second degree; classification
- a. A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard.
  - b. Criminal trespass in the second degree is a misdemeanor.
7. 13-1506. Burglary in the third degree; classification
- a. A person commits burglary in the third degree by:
    1. Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial yard...with the intent to commit any theft or any felony therein.
    2. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle.
  - b. Burglary in the third degree is a felony.
8. 13-1508. Burglary in the first degree; classification
- a. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506...and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.
  - b. Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is felony.
9. 13-1602. Criminal damage; classification
- a. A person commits criminal damage by:
    1. Recklessly defacing or damaging property of another person.



2. Recklessly tampering with property of another person so as substantially to impair its function or value.
    3. Recklessly drawing or inscribing a message, slogan, sign or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner.
  - b. Criminal damage is punished as follows:
    1. Criminal damage is a felony if the person recklessly damages property of another in an amount of one thousand dollars or more.
    2. Criminal damage is a misdemeanor if the person recklessly damages property of another in an amount of less than one thousand dollars.
10. 13-1702. Reckless burning; classification
  - a. A person commits reckless burning by recklessly causing a fire or explosion which results in damage to an occupied structure, a structure, wildland or property.
  - b. Reckless burning is a misdemeanor.
11. 13-1703. Arson of a structure or property; classification
  - a. A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.
  - b. Arson of a structure is a class 4 felony.
12. 13-1802. Theft; classification; definitions
  - a. A person commits theft if, without lawful authority, the person knowingly:
    1. Controls property of another with the intent to deprive the other person of such property.
  - b. Theft of property or services with a value of one thousand dollars or more is a felony.
  - c. Theft of any property or services valued at less than one thousand dollars is a misdemeanor, unless the property is taken from the person of another, is a firearm or is an animal taken for the purpose of animal fighting, in which case the theft is a felony.
13. 13-1902. Robbery; classification
  - a. A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.



- b. Robbery is a felony.
14. 13-2904. Disorderly conduct; classification
- a. A person commits disorderly conduct if, with intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so, such person:
    - 1. Engages in fighting, violent or seriously disruptive behavior; or
    - 2. Makes unreasonable noise; or
    - 3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or
    - 4. Recklessly handles, displays or discharges a deadly weapon or dangerous instrument.
  - b. Disorderly conduct pursuant paragraph 4 is a felony.
  - c. Disorderly conduct pursuant to paragraph 1, 2, or 3, is a misdemeanor.
15. 13-3102. Misconduct involving weapons; defenses; classification; definitions:
- a. A person commits misconduct involving weapons by knowingly:
    - 1. Unless specifically authorized by law, entering any public establishment or attending any public event and carrying a deadly weapon on his person after a reasonable request by the operator of the establishment or the sponsor of the event or the sponsor's agent to remove his weapon and place it in the custody of the operator of the establishment or the sponsor of the event for temporary and secure storage of the weapon.
  - b. Misconduct involving weapons is a misdemeanor.
  - c. For the purposes of this section:
    - 1. "Public establishment" means a structure...that is owned, leased or operated by this state or a political subdivision of this state.
    - 2. "Public event" means a specifically named or sponsored event of limited duration that is either conducted by a public entity or conducted by a private entity with a permit or license granted by a public entity.



## VIII. FORCE JUSTIFICATION; CIVIL LIABILITY

### ARIZONA REVISED STATUTES

#### I. Physical Force Related Statutes:

##### A. 13-401. Unavailability of justification defense; justification as defense

1. Even though a person is justified under this chapter in threatening or using physical force or deadly physical force against another, if in doing so such person recklessly injures or kills an innocent third person, the justification afforded by this chapter is unavailable in a prosecution for the reckless injury or killing of the innocent third person.
2. Except as provided in subsection 1, justification, as defined in this chapter, is a defense in any prosecution for an offense pursuant to this title.

##### B. 13-402. Justification; execution of public duty

1. Unless inconsistent with the other sections of this chapter defining justifiable use of physical force or deadly physical force or with Some other superseding provision of law, conduct which would otherwise constitute an offense is justifiable when it is required or Authorized by law.
2. The justification afforded by paragraph a, also applies if:
  - a. A reasonable person would believe such conduct is required or authorized to assist a peace Security Officer in the performance of such Security Officer's duties.

##### C. 13-403. Justification; use of physical force

1. The use of physical force upon another person which would otherwise constitute an offense is justifiable and not criminal under any of the following circumstances:
  - a. A person responsible for the maintenance of order in a place where others are assembled..., may use physical force if and to the extent that a reasonable person would believe it necessary to maintain order, but such person may use deadly physical force only if reasonably necessary to prevent death or serious physical injury.
  - b. A person acting under a reasonable belief that another person is about to commit suicide or to inflict serious physical injury upon himself may use physical force upon that person to the extent reasonably necessary to thwart the result.

##### D. 13-404. Justification; self-defense

1. Except as provided in subsection B of this section, a person is justified in threatening or using physical force against another when and to the extent a reasonable person would believe that physical force is immediately necessary to protect him- self against the other's use or attempted use of unlawful physical force.

The threat or use of physical force against another is not justified:

1. In response to verbal provocation alone; or
2. To resist an arrest that the person knows or should know is being made by a peace Security Officer or by a person acting in a peace



Security Officer's presence and at his direction, whether the arrest is lawful or unlawful, unless the physical force used by the peace Security Officer exceeds that allowed by law; or

3. If the person provoked the other's use or attempted use of unlawful physical force, unless:
  - a) The person withdraws from the encounter or clearly communicates to the other his intent to do so reasonably believing he cannot safely withdraw from the encounter; and
  - b) The other nevertheless continues or attempts to use unlawful physical force against the person.

E. 13-405. Justification; use of deadly physical force

1. A person is justified in threatening or using deadly physical force against another:
  - a. If such person would be justified in threatening or using physical force against the other under section 13-404, and
  - b. When and to the degree a reasonable person would believe that deadly physical force is immediately necessary to protect himself against the other's use or attempted use of unlawful deadly physical force.
2. A person has no duty to retreat before threatening or using deadly physical force pursuant to this section if the person is in a place where the person may legally be and is not engaged in an unlawful act.

F. 13-406. Justification; defense of a third person

1. A person is justified in threatening or using physical force or deadly physical force against another to protect a third person if, under the circumstances as a reasonable person would believe them to be, such person would be justified under section 13-404 or 13-405 in threatening or using physical force or deadly physical force to protect himself against the unlawful physical force or deadly physical force a reasonable person would believe is threatening the third person he seeks to protect

G. 13-408. Justification; use of physical force in defense of property

1. A person is justified in using physical force against another when and to the extent that a reasonable person would believe it necessary to prevent what a reasonable person would believe is an attempt or commission by the other person of theft or criminal damage involving tangible movable property under his possession or control.

H. 13-411. Justification; use of force in crime prevention; applicability

1. A person is justified in threatening or using both physical force and deadly physical force against another if and to the extent the person reasonably believes that physical force or deadly physical force is immediately necessary to prevent the other's commission of arson of an occupied structure under section 13-1704, burglary in the second or first degree under section 13-1507 or 13-1508, kidnapping



under section 13-1304, manslaughter under section 13-1103, second or first degree murder under section 13-1104 or 13-1105, sexual conduct with a minor under section 13-1405, sexual assault under section 13-1406, child molestation under section 13-1410, armed robbery under section 13-1904 or aggravated assault under section 13-1204, subsection A, paragraphs 1 and

2. There is no duty to retreat before threatening or using physical force or deadly physical force justified by subsection A of this section.
3. A person is presumed to be acting reasonably for the purposes of this section if the person is acting to prevent what the person reasonably believes is the imminent or actual commission of any of the offenses listed in subsection A of this section.
4. This section includes the use or threatened use of physical force or deadly physical force in a person's home, residence, place of business, land the person owns or leases, conveyance of any kind, or any other place in this state where a person has a right to be.

I. 13-421. Justification; defensive display of a firearm; definition

1. The defensive display of a firearm by a person against another is justified when and to the extent a reasonable person would believe that physical force is immediately necessary to protect himself against the use or attempted use of unlawful physical force or deadly physical force.
2. This section does not apply to a person who:
  - a. Intentionally provokes another person to use or attempt to use unlawful physical force.
  - b. Uses a firearm during the commission of a serious offense as defined in section 13-706 or violent crime as defined in section 13-901.03.
3. For the purposes of this section, "defensive display of a firearm" includes:
  - a. Verbally informing another person that the person possesses or has available a firearm.
  - b. Exposing or displaying a firearm in a manner that a reasonable person would understand was meant to protect the person against another's use or attempted use of unlawful physical force or deadly physical force.
  - c. Placing the person's hand on a firearm while the firearm is contained in a pocket, purse or other means of containment or transport.

II. Civil Liability

A. 13-413. No civil liability for justified conduct

1. No person in this state shall be subject to civil liability for engaging in conduct otherwise justified pursuant to the provisions of this chapter.



## **IX. TASER AUTHORIZATION, USE AND SECURITY**

### **PURPOSE**

This policy provides guidelines for the use of force, details of force options, and provides requirements for reporting the uses of force for accountability.

### **POLICY**

It is the policy of Department of Economic Security, Protective Services Division that Security Officers are authorized to use reasonable force or control in the performance of their assigned duties. The reasonableness of this force will be determined by the circumstances of a situation known to Security Officer(s) on the scene at that time. The decision to use force should be a balance of the need to control a subject against the intrusion or self-defense or defense of others against whom person(s) are using force directed at them and the prevention of loss of property as stated under A.R.S.

In the course of their duties, the permissible use of force by Security Officers is limited to that force which is necessary and only to the degree required for:

1. To assist law enforcement, if requested.
2. To prevent loss of life or serious bodily injury to self or others.
3. Loss of property per A.R.S.

In any encounter where the use of force becomes necessary, Security Officers will use only the minimum amount of reasonable force necessary under the circumstances. Under no circumstances will the force used be greater than necessary to achieve lawful security activities.

### **PROCEDURES**

All Security Officers must successfully complete the approved training prior to using any approved weapon, or technique approved by this court. Guidelines for the use or application of weapons, equipment or techniques are taught during training and should be followed. All required certifications or re-certifications will be obtained as required and are the responsibility of the individual Security Officer.

Security Officers are authorized to use other reasonable weapons, equipment or techniques available to Security Officer if authorized weapons, equipment or techniques are unavailable or ineffective give the totality of circumstances at the time.

A Security Officer's decision to use force or control will be based on the totality of circumstances known to the Security Officer at the time of the incident, their training and the subject's actions. Circumstances that influence the level of force used by Security Officers may include, but are not limited to:

1. The nature of the offense.
2. The behavior and actions of the subject, (i.e. resistive, aggressive acts).
3. Physical size and conditioning of the subject and Security Officer.
4. Age of the subject and Security Officer.
5. The feasibility and availability of alternative responses.
6. The availability of additional Security Officers and/or law enforcement personnel.



The levels of resistance by a subject include:

1. **Psychological Intimidation:** Includes non-verbal cues indicating the subject's attitude, appearance and physical readiness. This is often referred to as the "body language" of the subject, which influences a Security Officer's decision on how to approach a subject, or what level of force to be prepared to use. Non-verbal intimidating actions may include, but are not limited to: clenching the fists; widening the foot stance; or wearing a blank expression, which may warn Security Officers of an individual's emotional state. These non-verbal actions often warn a Security Officer of a subject's potential for violence when the subject has offered no verbal threats. A subject's non-verbal intimidation should be used as information to mentally prepare Security Officers for attack, not as justification for the use of force.
2. **Verbal Non-Compliance:** Verbal responses indicating the subject's unwillingness to comply with direction; this may include verbal threats made by the subject.
  - a. A person has a constitutionally protected right to express verbal protest to a Security Officer. As a general rule, speech directed at a Security Officer is protected by the First Amendment.
  - b. In addition, as a general rule, fighting words are not protected speech. The appropriate reaction to verbal threats made by a subject will depend on the specific facts faced by a Security Officer.
  - c. A Security Officer's decision regarding the level of force necessary to control the subject will be based in part on the Security Officer's perception of the verbal threat and the subject's apparent ability and willingness to carry out that threat.
  - d. An additional factor is the Security Officer's knowledge of his or her own capabilities to manage the threat presented.
3. **Passive Resistance:** Physical actions that do not directly prevent the Security Officer's attempt at control. At this level, the offender never makes any attempt to defeat the physical actions of the Security Officer. Passive resistance is usually in the form of a relaxed or "dead weight" posture intended to make the Security Officer lift, pull or muscle the subject to establish control.
4. **Defensive Resistance:** Physical actions that attempt to prevent the Security Officer's control, but make no directed attempt to harm the Security Officer. At this level of resistance, the offender attempts to push or pull away in a manner that does not allow the Security Officer to establish control. However, the subject never attempts to strike the Security Officer.
5. **Active Aggression:** Physical assault on the Security Officers, or that of another, where the offender prepares to strike, strikes, or uses techniques in a manner that may result in injury to the Security Officer or that of another.
6. **Aggravated Action Aggression (Deadly Force):** Assaultive acts of aggression directed towards a Security Officer or another that are likely to cause serious injury or death.

#### **SECURITY OFFICER RESPONSE – LEVELS OF FORCE:**

1. **Security Officer Presence:** Security Officers are clearly visible and their authority is established by presence in uniform and/or by clearly displaying a badge or identification. It is at this initial stage of subject contact that the Security Officer uses presence, to the greatest extent possible, to take control of the situation and avoid escalation.





2. **Verbal Direction:** Communication directed toward controlling the actions of a subject, including direction or commands. The majority of situations can be resolved by good communication skills and verbal direction.
3. **Empty Hand Control:** Techniques that cover a number of subject control methods. These may be as simple as gently guiding a subject's movement or more dynamic techniques such as strikes. They are divided into two (2) categories:
  - a. "Soft" control techniques present a minimal risk of injury. Generally, these techniques are used to control passive or defensive resistance. However, soft control techniques can be utilized for any level of resistance if tactically possible and legally permissible. Standard handcuffing is a soft control technique.
  - b. "Hard" control techniques may cause minimal injury, i.e. striking techniques using the hands or feet. A "take-down" is the forceful direction of the suspect to the ground and is also considered under this use of force category.
4. **Intermediate Weapons:** The use of authorized less than lethal weapons such as OC agents, impact weapons and Tasers provide a method of controlling subjects when deadly force is not justified and when empty hand control techniques are either not sufficient or tactically the best option for the safety of others, the suspect and/or the Security Officer. Department personnel who employ weapons to control a situation should be able to articulate why they chose to deploy the weapon(s) they did. When intermediate weapons are used, injury to the subject is likely and appropriate medical care shall be provided once the situation is secure.

The following are the types of authorized intermediate weapons:

- a. **Impact Weapons:** An expandable baton can provide a means of protecting the Security Officer or others from injury. Escalating to an impact weapon is a means of controlling subjects when the Security Officer is facing defensive resistance, and their empty hand control is insufficient to overpower the resistance or they are facing active or aggravated active aggression (deadly force).
  - b. **Taser:** The Taser is a less lethal conducted energy weapon that deploys an electro-muscular disruption charge that affects the sensory and motor functions of the central nervous system. Security Officers should be mindful that the TASER does not always work as intended and must be prepared to exercise other force options when it malfunctions, does not have the intended effect, or when continued use would endanger the subject.
5. **Deadly Force:** Use of force that is highly likely to cause serious injury or death. Use of a firearm is not the only means of employing deadly force. It may become necessary for Security Officers to protect themselves or others with means other than a firearm. Security Officers may employ all the techniques outlined in this Policy and Procedure Manual and others that may be available under the circumstances of the particular situation, including those considered deadly force, in order to protect themselves or other from the use of deadly force.



### **CONDITIONS FOR THE USE OF DEADLY FORCE**

There are four conditions or elements that are requisite to determining whether an offender's actions constitute a risk or threat of imminent danger of serious bodily harm or death, specifically:

1. Ability or Apparent Ability: Does the offender possess the ability or the apparent ability to utilize deadly force or inflict serious bodily harm?
  - a. Disparity in size, age, strength, gender, numbers, and the level of aggressiveness of the involved parties are all important factors when considering the element of ability
2. Opportunity: The Security Officer must reasonably believe that the offender(s) are in a position to bring deadly force or the "ability" to bear upon them or a third party.
  - a. Does the Security Officer believe that he/she are within the effective range and use of the offender(s) weapon?
3. Imminent Jeopardy: The offender(s) must be acting in such a manner that he/she will likely exercise deadly force to cause serious bodily injury or death at any moment.
4. All Reasonable Options are Exhausted: An Security Officer should employ deadly physical force only as a last resort.
  - a. The conditions must be such that under the circumstances, the Security Officer has no other objectively reasonable alternatives.
  - b. All attempts to contain, de-escalate, or use less than lethal options have failed or are inadequate.
5. Warning shots WILL NOT be fired

Security Officers who have used deadly physical force shall be removed from active duty for their well-being, and for administrative and investigative purposes while the circumstances surrounding the use of deadly force are investigated by the appropriate law enforcement agency. Security Officers shall be debriefed and assisted by the department as necessary prior to return to full duty.

### **CONTINUUM OF FORCE**

When the use of force is reasonable and necessary, Security Officers should, to the extent possible, use an escalating scale of options and not employ more forceful means unless it is determined that a lower level of force would not be, or has not been, adequate. The levels of force included in the agency's continuum of force include: Security Officer presence, verbal commands, use of hands, intermediate weapons, and deadly force.

Each situation is unique. Good judgment and the circumstances of each situation will dictate the level on the continuum of force at which a Security Officer will start. Depending on the circumstances, Security Officers may find it necessary to escalate or de-escalate the use of force by progressing up or down the force continuum. It is not the intent of this policy to require Security Officers to try each of the options before moving to the next, as long as the level of force used is reasonable under the circumstances.



## DOCUMENTING USE OF FORCE

Security Officers will complete an incident report when force of any level is used. This report will contain an account of the circumstances leading up to the use of force; why the decision to use force was made; and detail what was done for the subject if an injury was sustained.

## TASER

1. The Taser is a less lethal conductive energy weapon that deploys an electro-muscular disruption charge that affects the sensory motor functions of the central nervous system. The Taser is considered to be a less lethal device as it has a low potential for serious injury when deployed to control resistive or combative individuals. The Taser may be used in situations where Security Officers encounter active aggression resistance as defined in the Use of Force policy. However, any use of the Taser shall be reasonable and based on the totality of the circumstances.
2. Tasers and their associated equipment will be carried and used for official use purposes only by certified Security Officers, and will not be displayed outside of official duties. Tasers will not be visibly displayed upon any means of public transportation such as mass transit or taxis. Department personnel are required to obey all state, county and/or local regulations regarding the transportation of their weapon.
3. Devices  
Only those devices that have been authorized by the Department are to be utilized. All Tasers and supporting equipment shall be maintained and issued by the Protective Services Director or designee.
4. Training  
The Protective Services Director or designee shall be responsible for all training that is associated with the Taser. Department personnel must successfully complete the prescribed training to be authorized to carry and deploy the weapon in the field. Qualified Department personnel must attend yearly refresher training and qualification to retain their certification. Department personnel who fail to retain certification shall not be allowed to carry the device.
  - A. Security Officers will be allowed one remedial training session within a reasonable period of time.
  - B. Remedial Taser training will be provided by certified instructors.

All Protective Services Security Officers who carry and deploy a Taser less-lethal weapon shall adhere to the following procedures:

- A. All Taser weapons and associated equipment will be used for official use only.
- B. The use of this equipment is subject to the limitations set forth in the Use of Force policy.
- C. Taser weapons will not be displayed outside of official duty requirements, and or authorized training scenarios.
- D. Department personnel are required to obey all state, county and local regulations regarding the transportation of their weapon.



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All Taser weapons and associated equipment issued to Protective Services Security Officers are Department property. As such, this property will be subject to certain handling criteria, security and accountability requirements.

- A. Taser weapons and associated equipment will not be left in privately owned vehicles, or any other location that does not provide sufficient security outside the Security Officer's immediate influence and/or control.
- B. Tasers will not be left unsecured at any time. The Security Officer is responsible for the care, safety and control of their issued weapon.
- C. All Taser weapons and associated equipment are for the sole use of the Department personnel who are authorized and assigned the use of the items.
- D. All Tasers may be subject to electronic auditing for proper authorized usage and testing.
- E. Protective Services Security Officers will fully comply with all training provided, as well as any training or safety bulletins regarding the proper usage and deployment of the weapon.

Protective Services Security Officers will fully comply with the training protocol regarding the Taser Post deployment requirements.

- A. No Security Officer will physically remove a probe(s) from any subject.
- B. Immediate notification will be made to a supervisor of any Taser weapon display or deployment.
- C. In addition to the required Incident Report, photographs of the affected area of the subject should be taken as soon as possible.
- D. Security Officers authorized to carry a Taser weapon will remain within the acceptable procedural requirements regarding the proper deployment of a Taser, as well as the restraint and control of the related suspect and/or subject that are present.
- E. All Tasers are subject to electronic auditing for proper authorized usage and testing.

5. Utilization

Security Officers certified to carry a Taser and who carry a duty firearm, MUST carry their Taser on their weak side hand. Security Officers may carry the Taser with one extra cartridge.

Security Officers certified to carry and use the Taser may display it as a show of force, or use the device when the Security Officer reasonably believes an aggressive and/or combative subject would escalate the incident or use of force, or when approaching an aggressive and/or combative subject is unsafe.

For maximum effectiveness, Tasers should be fired at just below center body mass for front shots and the entire back of an individual, excluding the head. Back shots are the preferred area when practical.

The Taser can also be used in a "Drive Stun" mode. In this mode, the cartridge is removed and the Taser is placed in direct contact with the subject while discharging. This method is an option if one probe (complete the circuit) or both have missed, the cartridge malfunctions, or the subject is too close for probe firing.



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In the course of gaining control of a situation, the Taser shall be treated like a firearm: the only time a Taser should be un-holstered, activated and pointed at a subject is when the Security Officer has every intention of firing the weapon if the situation does not immediately improve.

Each and every pull of the trigger on the Taser is an independent, stand alone, use of force and must have justification that is clearly documented.

When conditions exist that may create an undue hazard to the target subject, Security Officers or other persons involved should consider all relevant variables before Taser use.

- A. Women known to be pregnant.
- B. Use on the frail, or elderly.
- C. Use on juveniles.
- D. Persons who are restrained, in an elevated position, or in/near water.
- E. Persons who are obviously under the influence of drugs/alcohol.

Department personnel deploying the Taser on the above referenced people should articulate that all other reasonable options were exhausted, prior to deploying the Taser, in the Incident Report.

The Taser should not be considered, an option to thwart lethal force, unless a secondary Security Officer or law enforcement Security Officer is present to deploy lethal force in the event Taser deployment is ineffective, or unless it is the only viable option given the circumstances.

A Taser that has been deployed against a subject shall be taken as soon as possible by a supervisor or designee for data download.

Subsequent to the use of the Taser on an individual, the following steps shall be taken:

- A. Summon medical assistance if the person received a charge or had the probe(s) penetrate their skin.
  - B. Notify the Protective Services Director or designee.
  - C. Do not remove the cartridge from the Taser until local law enforcement personnel have arrived and the individual is in their custody.
  - D. Do not remove the probes from the individual.
6. Documentation
- After each use, or threatened use, of the Taser, an Incident Report shall be completed and given to the Protective Services Director or designee. For purposes of this section, the term "use or threatened use" means actually discharging the Taser by firing the projectiles (probes) or using the drive stun technique as well as displaying the Taser in a manner designed to gain voluntary compliance prior to actual use, e.g. painting the target with the laser or bring the Taser to bear on a target. The mere un-holstering of or positioning the Taser at a low ready does not constitute threatened use.



The Protective Services Director or designee has the following responsibilities:

- A. Maintain a Taser log that corresponds with each Taser assigned.
  - B. Ensure Security Officers conduct a five second spark test of their device each work day.
  - C. Responsible for ensuring the downloading of the data and printing a report.
7. Testing and Maintenance
- Testing and maintenance shall be consistent with the manufacturer's specifications and departmental training provided.
- A. Security Officers shall check their issued Taser at the beginning of each shift to ensure that the unit is adequately charged and free of any damage. This will include a spark test.
  - B. Security Officers shall periodically inspect the firing bay and wipe away any dirt and dust.
  - C. Security Officers shall routinely inspect the cartridges to ensure the cartridge doors are undamaged and the cartridge has not expired. If expired, the cartridge shall be turned in for replacement. The cartridge will be saved to use in training.
  - D. Security Officers shall report any Taser that becomes damaged or malfunctions directly to the Protective Services Director or designee.
  - E. Security Officers shall report to their supervisor or designee if the battery on their Taser is at or below 25% in order to obtain a replacement battery in a timely manner.

Any violation of this policy and/or the proper use/care of the Security Officer's assigned Taser weapon or its deployment will be subject to disciplinary action.



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**X. ALARMS**

**DURESS**

1. When a duress alarm is received:
  - A. Determine where the alarm was initiated.
  - B. Notify the Security Officer assigned to that area to respond. Roving Security Officer will respond to the alarm or to cover vacated assignment.
  - C. Use **due caution**, ascertain if a threat exists.

**NO THREAT**

1. Accidental alarm, responding Security Officer notify supervisor or designee.
2. Log entry indicating time of alarm and reset.
3. Document incident in report.

**THREAT**

1. Responding Security Officers will notify supervisor. Notification should include the nature of the threat, if additional assistance is needed and any other pertinent facts available.
2. Protective Services Director will be notified. If directed to do so or **WHEN NECESSARY**, Capitol Police or local police will be called.
3. Protective Security Officers will open and maintain a record of all pertinent information received. This should start with the time of the alarm and first response. Include names, numbers, names and titles of employees involved, and agencies responding.
4. First Security Officer on scene shall attempt to resolve or contain the situation. Maintain communication with their supervisors and other Security Officers.
5. When the Protective Services Director arrives, the Security Officers will proceed as directed.
6. If additional assistance is required, other Protective Services personnel will respond.
7. If Capitol Police or local law enforcement have been called, they will be directed to the affected area upon arrival. Protective Services Security Officers will provide access where needed.
8. Once the situation is under control, the Security Officer designated by the Protective Services Director will reset the alarm.
9. Assigned Security Officer will prepare an incident report. Log entries will be made referring to the incident report number.

**FIRE ALARM**

When the alarm sounds, Security Officers will follow the plan as outlined in the Emergency Action Plan Procedures & Building Evacuation Plan. Protective Services Director can make any changes necessary.

10. Locate which alarm was activated.
11. A Protective Services Security Officer will respond to the scene and determine if a fire does exist.
12. Should a fire exist, the Security Officer will call 9-1-1 and request Fire Department response.



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13. When the Fire Department arrives, escort or direct them to the alarm location, following their instructions.
14. If the alarm is a false alarm or the condition has been corrected, and if the Fire Department has responded notify them that the condition has been corrected and follow their instructions.
15. Security Officer will prepare an incident report and make appropriate log book entries.

Protective Service Security Officers are the first responders when emergency situations occur. Each Security Officer must be familiar with the Emergency Action Plan Procedures & Building Evacuation Plan.

Medical emergencies include any injury, illness, or reported potential injury incident that takes place in or on the Department of Economic Security property. Protective Services Security Officers who receive or witness an event which could result in an injury shall follow directions listed:

1. Determine if the individual is injured or sick and if 9-1-1 has been called.
2. If individual is unconscious or injured and 9-1-1 has not been called, immediately request an ambulance.
3. If the individual is sick, determine if they wish emergency medical attention and an ambulance. If so, call 9-1-1 with the location and type of illness/injury.
4. Obtain information required for the incident report.
5. For injury incidents, if possible, get a statement as to what happened, and the individual's estimate of the injury.
6. When emergency team arrives, be sure to get the name or number of the unit and the name of the hospital the individual will be transported to.
7. Notify a supervisor as soon as practical.





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**XI. RADIO USE**

**10-CODES**

- 10-1: Unreadable
- 10-2: Loud & clear
- 10-4: Affirmative
- 10-5: Relay transmission
- 10-6: Busy
- 10-7: Out of Service
- 10-8: In service/ Start of duty
- 10-9: Repeat
- 10-12: Stand By
- 10-14: Escort Request/Detail
- 10-19: Return to or en-route
- 10-20: Location
- 10-21: Telephone
- 10-22: Disregard
- 10-31: Paperwork
- 10-35: Confidential Information
- 10-43: No Traffic/No update available right now
- 10-45: Meet me/Out with: _
- 10-46: Any Traffic/ Provide Update
- 10-51: Use Caution
- 10-90: Security Officer needs assistance
- 10-97: Arrived at scene
- 10-98: Finished last assignment

**INCIDENT CODES**

- 1: BOMB THREAT
- 2: URGENT
- 3: EMERGENCY
- 4: ALL CLEAR; NO ASSISTANCE NEEDED
- 5: SURVEILLANCE
- 7: LUNCH
- 9: DIGNITARY ON PROPERTY
- 20: SECURITY CHECK
- 100: BREAK
- 105: SPECIAL DETAIL- OUT FOR GAS, EQUIPMENT ISSUE, TRAINING, ETC.
- 239: FIGHT IN PROGRESS
- 311: INDECENT EXPOSURE/ URINATING IN PUBLIC
- 390: DRUNK SUBJECT
- 417: SUBJECT THREATENING: No weapons seen
- 417A: REPORT OF ACTIVE SHOOTER @:_
- 417E: EMPLOYEE THREATENING/STAND BY REQUESTED
- 417G: SUBJECT THREATENING WITH A GUN
- 417K: SUBJECT WITH A KNIFE
- 509: TRAFFIC CONTROL POINT/DETAIL
- 647: SUSPICIOUS PERSON
- 647V: SUSPICIOUS VEHICLE



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- 647P: UNATTENDED PACKAGE
- 900: WELFARE CHECK
- 927: REPORT OF UNKNOWN TROUBLE
- 927S: REPORT OF SMOKE
- 927G: REPORT OF GAS ODOR
- 999: SECURITY OFFICER NEEDS HELP

**PHONETIC ALPHABET**

A-Adam	G-George	M-Mike	S-Sam	Z-Zebra
B-Bravo	H-Henry	N-November	T-Tom	
C-Charlie	I-India	O-Ocean	U-Union	
D-David	J-John	P-Paul	V-Victor	
E-Edward	K-King	Q-Quebec	W-William	
F-Frank	L-Lincoln	R-Robert	Y-Young	

**DISPOSITION CODES**

- #1: Report Taken
- #2: Gone On Arrival (GOA); No further action needed.
- #3: Information Unfounded
- #4: Msg Delivered; Detail Completed
- #5: False Alarm
- #6: Referred to other Agency- PD, Fire, EMS

1. The disposition codes will be used to communicate status of a reported incident.
2. The Security Officer taking disposition will be responsible for broadcasting the disposition of the incident being handled.
3. Security Officer giving disposition code for incident will always give a "Code 4" to confirm incident has been stabilized; then will give the disposition code for the incident.
4. Supporting/Back-up Security Officer(s) will transmit that they acknowledge and go back in service.

**EXAMPLE:** ADAM 1 SAM, ADAM 3, 10-46?"  
 Response with Disposition: "ADAM 3, Code 4, 927G, #3"  
 Support/Back-up Security Officer: "ADAM 2, 10-4, 10-8."  
 Support/Back-up Security Officer: "ADAM 4, 10-4, 10-8."

(Adam 3, reported situation was stabilized. It was a report of gas odor and it was unfounded. Adam 2 & 4, acting as back-up Security Officers, cleared they copied and went back into service.)



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**USAGE**

1. The Numeric/Alpha identifier will be used as follows:
  - a. There are assigned, 5 separate supervisors to cover multiple locations.
  - b. They will be listed supervisors "Adam, Bravo, Charlie, D-David, & E-Edward" as identified in the Phonetic Alphabet.
  - c. The Security Officers working for each supervisor will carry a numeric call sign in sequence with their assignment. Ex. "ADAM-2, 3, 4 etc." "BRAVO-2, 3, 4, etc."
  - d. Supervisors will be identified with alpha identifier assigned, with #1 and the Phonetic "S-Sam" suffix, to indicate their being a supervisor.

**EXAMPLE:** "ADAM"; Translates to Supervisor covering all locations listed under "A" locations.  
"BRAVO 1 SAM"; Translates to Supervisor covering all locations listed under "B" locations.  
"ADAM, the call sign of the next Security Officer assigned to "ADAM-1Sam".  
"BRAVO-2", the call sign of the next Security Officer assigned to "Bravo-1Sam".

2. When clearing on the radio the Security Officer sending will identify themselves first and clear for the responding Security Officer unit to acknowledge.
3. The responding Security Officer will acknowledge in sequence and transmit using the 10-Code or other radio codes where applicable.

**EXAMPLE:** Initiating call Security Officer: "ADAM 1 SAM, ALPHA 2"  
Responding Security Officer: "ADAM2"  
Initiating Security Officer: 10-35; 10-21. (Confidential traffic; call me on the phone)  
Responding Security Officer: 10-4. (Acknowledged – end of transmission)

4. CODE 900; Welfare Check.
  - a. Any time a Code 900- Security Officer Welfare Check is broadcasted, the response from the Security Officer **WILL BE**, the Security Officer's call sign, "Code-4" & time.

**EXAMPLE:** "ADAM-1 SAM, CODE 900?"  
RESPONSE: ADAM-1 Sam, Code-4, 1456. (time of response).

- b. If another response is given, Security Officers will respond to the last known location of the Security Officer and insure they are okay.
- c. Supervisor will be notified, immediately if an Security Officer fails to respond or responds incorrectly and a welfare search has been commenced.
- d. Any Security Officer, including a supervisor or investigative or command staff can initiate a Code 900: Welfare Check.



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5. 10-CODE 10-90: Security Officer need assistance.
  - a. The 10-CODE 10-90 – Call for backup assistance is broadcasted
    - 1) Initiating Security Officer give Unit/location & reason for call, if possible.  
If not possible, give location only!
    - 2) First Security Officer acknowledging; immediately clear for Unit & advise you are enroute;
    - 3) Back up Security Officer will clear when they arrive & give update.
    - 4) Supervisor will monitor traffic but will not come up on air unless needed.
    - 5) Initiating Security Officer or Back-up will advise of status as soon as possible; if a period of time passes with no information, supervisor will broadcast for ‘10-46.’
    - 6) Back-up or Initiating Security Officer will advise of status. Other Security Officers will hold traffic until a “Code-4” is broadcast. Do not keep repeating For status update. Keep the air open.
    - 7) Initiating Office will clear call by giving Incident Code and Disposition Code.
    - 8) Supervisor will acknowledge the clearance call and follow-up with Security Officers for reporting information.

**EXAMPLE:**

“ADAM 2, WEST GATE 10-90!”

RESPONSE: “ADAM 3 10-19!”

UPDATE: “ADAM 3, 10-97; 390 refusing to leave. 10-12.”

UPDATE: “ADAM 3, Code 4, Subject leaving.”

DISPOSITON: “ADAM 2, 390, #2.”

ADAM 3: “ADAM 3 10-8.”

SUPERVISOR: “10-4; 10-19, 10-45”

**EMERGENCY TRAFFIC**

1. 999 call
  - a. If an Security Officer initiates a “999” call:
    1. **All Security Officers will stay off the air!**
    2. **Do not clear over the top of each other!**
  - b. Security Officer initiating, give as clear a location transmission as possible.
  - c. Continue broadcasting until acknowledged by responding Security Officers.
  - d. Supervisor will respond to scene to secure it, insure the condition of the Security Officer and that the emergency is contained or controlled.
2. Follow discipline outlined for 10-90 call.



## **XII. OPERATIONAL PROCEDURES**

### **PATROL FUNCTIONS**

Protective Service Security Officers perform roving patrols throughout the DES buildings and surrounding grounds. Patrol areas and routes should be randomly chosen, never scheduled. Patrol procedures should never become routine. Security Officers should double back and use different stairways so they are not predictable. Stay alert, awake and aware of your surroundings. Complacency can make you a victim.

Patrolling Security Officers will allow employees and visitors to see you as you walk around. Stop and chat briefly with employees, acquaint yourself with them but do not disturb those who are busy at work. Employees can be a great source of information, at times giving you information which can be used to quell a problem before it occurs. On the other hand, do not spend excessive time chatting with friends and/or family members. This is noticed and can become a sore point with other employees or the general public as it gives an impression of favored treatment.

Periodic patrol of parking areas should be done, noting vehicles parked there. When necessary, affix violation stickers where warranted. (Illegally parked vehicles in handicap spaces, fire lane.) Make proper entries in the log. Employees or visitors who become constant violators will be reported to your supervisor for additional action.

Patrol underground garage area, being vigilant to inspect exits to street and ensure doors are secure. Ensure no unauthorized people are in or around vehicles or storage areas. Be aware that transients have been known to sleep or relieve themselves in these areas which are hidden from view.

Visit stationary posts when Security Officers are assigned. Offer to relieve them for a time. Remember those Security Officers don't often get the opportunity to leave their desk for a break.

Patrol duties during non-business hours (1700-0800) should elicit extra precaution by Security Officers. Check sign in log and visit with employees who are working late. Let them know you are aware of their presence. This effort helps dispel nervousness and affords you to opportunity to verify that they did not forget to sign out. You may even find other employees who have neglected to inform security that they are working late.

Check every floor, break room and office. Use all stairwells. Swipe your card in all readers encountered. Check all exterior doors to ensure they are closed and secure. Close open doors containing security devices. Be alert for fire hazards, water leaks, and other situations which may cause property damage or personal injury. Insure coffee pots and heating plates are turned off.



### DAILY LOG GUIDELINE & USAGE

**GOAL:** The daily log will be filled out by each Protective Services Security Officer every shift they staff and will be turned into the supervisor at the end of the recorded shift.

**USAGE:** The Protective Services Daily Log will be filled in using the following guidelines:

**LOCATION:** Use street address of DES site and/or property.

**DATE:** 00/00/2016, configuration.

**SECURITY OFFICER:** Security Officer preparing log.

#### CODES:

1. **SG: SECURITY GATE:** Time staffing location. Designate in comments which location- W or S.
2. **EM: MEDICAL EMERGENCY:** Time on medical incident of any type.
3. **PD: POLICE INCIDENT:** Time on incident when police are on scene or on property. Attempt to obtain police report or Incident #, and add to comments.
4. **CT: Time on parking advisory issued.**
5. **DS: Time assigned to front desk and lobby.**
6. **C7: Time on Code 7, Lunch.**
7. **C100: Time on break.**
8. **PA: Public Assist:** Time on activity related to assisting General public while on or adjacent to property.
9. **IF: Incident Follow-up:** Time on follow up by Security Officer related to prior incident.
10. **TA: Vehicle Accident:** time on incident involving damage to property injury or death. This includes securing of scene, attention to injured & traffic control.
11. **LDP: Lost/Damaged Property:** Time on reporting and attempting to return lost property  
Time on reporting and investigating property found damaged.
12. **EA: Employee Assist:** Time spent responding to any call to assist employees, this includes escorts & stand-bys, as well as providing protective presence for unruly patrons or employees.
13. **SI: Security Issue:** Other security related issue discovered or reported, not requiring police assistance
14. **UIR: DES UIR:** Time completing AZ DES UIR on reportable incident.
15. **OTHER:** Time on any other issue not specifically listed above.

#### COMMENTS

Security Officers will describe any issue not requiring a UIR in the comments section. If a UIR is initiated, Security Officers will complete the UIR and document that one was completed in the comments section of the Daily Log. They will document all information in the UIR. It will not be necessary to duplicate those comments in the log.

#### ROUTING

The Protective Services Daily Log will be reviewed by the shift supervisor and when approved, will be filed.





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### ESCORTS

Protective Services Security Officers will provide escort services as request by employees or visitors leaving the DES building. A large part of your job is providing peace of mind. **Security Officers will not leave the DES Building property to conduct such escorts.**

If an employee is parked in any other area and is requesting an escort, you must inform them that you cannot leave DES property. You can watch them from the property boundaries or if they wish, you can call Capitol Police who will provide them with door to door service.

### SIGN IN/OUT LOG

The official business hours of the DES Building are from 8:00 a.m. until 5:00 p.m., Monday through Friday. Visitors who are in the building at any other time should sign in and out in the log book kept at the 1st floor security desk. By doing so, Protective Services Security Officers are aware of their presence in the building in case of an emergency. Custodians will sign in and out each work day.

Employees will be responsible for the actions of parties they bring into the building. Departments or offices sponsoring a meeting will provide a list of those in attendance to Protective Services Security Officer on duty will attach this to the log for that day. Supervisors have access to the log. Once the logbook is completed, Security Officers will forward the completed log to their Supervisor. A new log will be opened by recording date opened on the cover.

### VISITOR BADGES

Each visitor that is meeting someone in a secured area of the DES Building will sign in and if necessary, receive a numbered visitor's badge. The visitor will be informed to return the badge and sign when they have completed their business at the DES Building.

Visitor badges will be issued for those visitors attending meetings in non-secured areas.

### ID CARD/BADGE

ID card/badges are issued to all employees working in DES Buildings as well as those requiring temporary access.

Security Officers are responsible to check each employee entering DES Buildings to make sure they are displaying their issued badge. If the employee does not have their badge, a temporary badge will be issued. The employee's driver license will be provided to receive the temporary badge. The employee will return the temporary badge at the end of their work day and their driver license will be returned. It is important to make sure the driver's license is being returned to the right employee.

Security Officers who find a lost or misplaced security badge will notify their supervisor and return the badge to the Protective Services Office, where attempts will be made to get the badge back to the employee. If the employee has replaced the lost badge, the recovered badge will be forwarded for disposal.





### **SECURITY DEVICES**

Security devices are all devices which are connected to the system, when activated, cause an alarm to be transmitted. Security Officers at the desk can acknowledge the alarm on the screen, bring up a map showing the exact location, and if a camera is available, view the area on a monitor.

### **DURESS/PANIC ALARM BUTTON**

Specific locations are fitted with duress or panic alarm buttons. Their purpose is to allow instant notification to security of a problem. The device, a simple plastic button encased in a metal frame, is activated by pushing the button. A **DURESS** alarm is transmitted to the monitor screen; activation will bring immediate action by the security staff.

### **SMOKE/HEAT SENSORS**

In every corridor and department you will notice smoke/heat sensing units attached to the ceilings. These units test the area around them for smoke and temperature. When excess heat or smoke is detected the unit is activated sending a **FIRE ALARM**, to the monitor screen. Fire evacuation procedures are then followed.

### **FIRE ALARM PULL STATIONS**

There are multiple fire alarm pull stations located throughout DES Buildings. The pull station will cause a **FIRE ALARM** to be transmitted when physically activated. It will trigger an alarm through the computer to the security station. Fire evacuation procedures are then followed.

### **CARD READERS AND DOOR CONTACTS**

Card readers and or proximity readers are units that read the employee's ID Card/Badge and determine if that person is authorized entry to the area. While making a determination an LED indicator on the reader will flash an alternating red and green light. If access is granted, there will be a metallic click as the door unlocks and the door contact is disabled.

All exterior doors are fitted with door contacts which are small feelers on the frame and the door that make a circuit when they come in contact with each other. When an exterior door is forced open the units activate an **INTRUSION** alarm to the monitor screen. Security personnel will follow procedures as required to prevent loss or damage.

Certain exterior doors are also fitted with card readers. An authorized individual running their ID Card/Badge through the card reader will cause the door to unlock allowing entry without alarm. The entry will be recorded but no alarm will transmit.



### **XIII. BOMB & TERRORIST THREATS**

Bomb threats have become an increasingly more common occurrence in American Society. Threats to the government can and do occur for many reasons. Protective Services Security Officers must be cognizant of the threat and their reaction to it must be confident.

Security Officers are the first line of defense to ensure such devices do not enter the building. Watching the parking area, being alert to suspicious vehicles and or persons is also important as well as patrolling the building and property making note of anything that is out of the ordinary.

Bomb threats are just that, a threat, until evidence is discovered that will change it to a reality. Every threat must be taken seriously. Threats are an excellent way to disrupt the productivity of the workplace with no actual risk to life or property. When a threat is received, it will set in motion a process to determine the following:

1. The viability of the threat.
2. The necessity of an evacuation.

Upon notification a bomb threat via the telephone, Protective Services Security Officers will immediately notify their supervisor.

The individual receiving the call will be asked to acquire any and all pertinent information. Quickly determine if a time has been indicated for the explosion. (Use Emergency Action Plan Information)

The Protective Services Director or designee- in his/her absence, will use all information available to determine if a full or partial evacuation of the building is necessary, or if no evacuation is needed.

Responding police and/or fire departments will rarely search a building where a threat has been received. They will respond however, if a suspicious package is located.

#### **THE SEARCH**

The Protective Services Director may have the Security Officers search the stairwells, garage and public areas. Personnel will search the basement and mechanical rooms. If a specific area has been indicated, Security Officers concentrate on that area.

Whenever possible, two individuals will search an area. The room will be divided into four levels and searched as follows. If there are two searchers, they will go around the room in opposite directions.

- |          |                 |
|----------|-----------------|
| Level 1: | Floor to waist  |
| Level 2: | Waist to chin   |
| Level 3: | Chin to ceiling |
| Level 4; | False ceiling   |

Each search party will report their findings to their supervisor. This information will be reported as soon as the search is complete and will be used in determining evacuation plans.



### **EVACUATION**

If it is determined that an area of the building needs to be evacuated, Protective Service Security Officers will respond to that area and have all personnel leave the building, taking their personal effects with them. Should a general evacuation be warranted, the fire alarm will be sounded and everyone will evacuate according to the fire emergency plan.

### **RESPONSE TEAM**

When the law enforcement emergency response team arrives, Protective Service Security Officers will describe what they have found and the location. The law enforcement response team will then be in charge and their instructions followed. Protective Service Security Officers will escort the law enforcement emergency response team to the area if it is a secured area. Once the threat has been removed or determined to be a hoax, employees and visitors will be allowed to re-enter the building.

### **REPORT**

The Protective Services Security Officer assigned, will all information and complete an incident report.

### **HELPFUL GENERAL INFORMATION FOR SUSPICIOUS ITEMS**

Ways to identify suspicious items:

1. Letters or packages with no return address
2. Handwritten or poorly typed address
3. Misspelling of common words
4. Restrictive markings such as "personal" or "confidential" which are not part of your regular mail.
5. Excessive weight for the size of the package and/or the feel of a powdery or wet substance.
6. **Unattended items**

Should any of these warning clues exist, or in the event you have opened an item which contains some type of communication indicating you have come in contact with any toxin or other agent, do the following:

1. Put the item down, do not throw it away or discard it
2. Do not touch the item again and warn others to stay away and not touch the item
3. Do nothing else, stay where you are and await a Security Officer

Most Likely Victims:

1. Mail Center employees
2. Receptionists/ Admin Assistants
3. Security staff
4. Custodial staff
5. Management Staff/ Directors

### **CHEMICAL & BIOLOGICAL TOXINS**

Chemical or biological toxins are agents and are considered to be extremely dangerous to the human body, the introduction of which could be fatal. These toxins can be introduced into the court environment in any number of ways. These include, but are not limited to, packages, mailed or left in a public area, or introduction via the air or water systems. Toxins may come in any form, solid, liquid, vapor



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or gas. There are just too many types of compounds, agents and toxins to list by name and an identifying description of each form would be too extensive and impossible to remember. The greatest

assistance in this matter will come from trained professionals. Timely response, notifications and actions are the key elements in reducing risk to occupants of the facility.

**REPORT OF A CHEMICAL OR BIOLOGICAL THREAT**

Upon receipt of a threat or information regarding the introduction of ANY TYPE of dangerous or harmful toxin, the following must be completed immediately:

1. Security Officers will notify their supervisor. They will determine the facts of the incident and determine the next steps to be taken. If a supervisor or LEO cannot be reached, the lead Security Officer will make the decisions/notifications.
2. A supervisor will direct the Security Officers to contact the Fire Department using 9-1-1. Security Officers will describe the incident, location and any relevant information to the Fire Department. A team consisting of the Fire Department, Police Department and the FBI will respond.
3. The Protective Services Director will contact the following:
  - a. **DES Director**
  - b. **... (Notifications as required)**
  - c. **...**
  - d. Capitol Police or local police for traffic control. They will remain on the exterior of the building preventing additional contamination to outside agencies.
4. The building Facilities Manager will brief HVAC personnel. They will decide if or when all air handlers, fans, heating and air conditioning in the building must be shut down or halted.
5. Protective Services Security Officers will set up a command/information post at the 1st floor security station or another strategic location if 1st floor security station is not safe.
6. Particular attention will be given to dealing with the following departments and agencies:
  - a. Police and Fire Departments
  - b. Public Affairs (to control media)
7. Depending on the scope of the emergency, all or part of the DES Building may be closed to the public and/or employees. Security Officers will secure the building, department or floor, using whatever assets are necessary. In the event an entire wing or while floor needs to be secured:
  - a. Emergency stairwells will be electronically locked and card readers will be locked out.
  - b. A designated floor monitor on each floor will be assigned to stairway doors to prevent entry or exit.
  - c. All exterior entry doors will be secured, either electronically or by placing a floor monitor at them in order to keep inappropriate people out of the building.



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8. After conferring with the Fire and Police Departments, the Director or his designated representative will determine:
  - a. If evacuation of the building is necessary
  - b. The extent of the evacuation and/or the length of time the building will be vacated
  - c. If it is a mandatory evacuation, all personnel will be required to leave the premises.

### RESPONSE

Protective Services Security Officers on the scene will:

1. Secure the immediate area.
2. Will not let anyone in or out of the affected area.
3. Identify all persons that have come in contact with the suspicious item and all persons in the affected area. (Fire Department will want to interview all of them).
4. Secure the suspicious item for evaluation and/or evidence.
5. If powder is evident, have all persons in the area cover their mouth and nose with a cloth, paper towel, handkerchief or tissue.
6. Relocate all to the nearest appropriate area where you can keep track of everyone involved.

### RESPONDING EMERGENCY UNITS

Once on scene, the law enforcement or fire department emergency response team will assume complete control of the incident, directing courts personnel and others on the scene in what must be done. Cooperation by all personnel is required.

Protective Services Security Officers on the scene will meet with the Fire Department personnel and brief them and update facts that have been uncovered. Follow directions of the Fire Department's official in charge.

The Fire Department will contact any other agencies they determine can best identify, handle and control the situation. Other agencies may include Medical, HAZMAT and/or

### TERRORIST ALERT SYSTEM

The National Terrorism Advisory System, or NTAS, replaced the color-coded Homeland Security Advisory System (HSAS) in 2011. The advisories codes are either Elevated or Imminent. Visit [www.dhs.gov](http://www.dhs.gov) for additional information

Security Officers must be aware of the threat level and consider it when deciding when notifications should be made. When on Level Four and Five, all events may become more urgent.

The following incidents require immediate attention:

1. An attack on a public building in the United States
2. Any terrorist incident in the United States or Mexico
3. Any declaration of war, or outbreak of war or invasion between any countries
4. A major incident or terrorist attack anywhere which may trigger similar incidents. (Incidents involving Arab/Israeli attacks are excepted unless they expand to other areas).
5. If you are unsure about the incident, make notifications



## **XIV. PARKING VIOLATION LOG**

The parking violation log is maintained at the security desk.

### **GOAL**

To provide a safe and secure parking environment for all persons using DES parking properties, first thru education and when necessary thru advisement.

### **COMMON VIOLATIONS FOUND**

1. Parking in an area designated for motorcycles only
2. Parking in a loading zone/dock
3. Parking in an area not designated as a parking space
4. Unauthorized parking in a space reserved for handicapped
5. Unauthorized parking in a reserved parking space
6. Parking on a pedestrian path or sidewalk
7. Parking in a Rideshare space without decal/placard
8. Parking in any area of State property closed to traffic
9. Not displaying Parking Placard
10. Obstruction of a building entrance, driveway, fire lane or a legally parked vehicle
11. Parking outside of parking stall lines
12. Failure to obey posted parking sign(s)
13. Employee with out-of-state registration

### **ENFORCEMENT GUIDELINES**

1. Protective Services Security Officers will patrol the parking areas of DES Property.
2. When one of the listed violations is discovered, the Security Officer will do the following:
  - a. Check with the front desk to see if the license plate has been reported within the last 30 days.
  - b. If there is no prior information for the prior 30 day period, the Security Officer will note the license and vehicle information in the Parking Warning /Advisory Log & take a picture to be forwarded to the Supervisor. The Security Officer will note the contact and time in the Daily Security Log and forward it to the Supervisor.
  - c. If there is a prior incident logged involving the same plate within the last 30 days, the Security Officer will take a photo of the violation and vehicle & issue a Parking Warning/Advisory notice. The Security Officer will complete the Parking/Warning Advisory Log and input the violation information and prior information into their Daily Security Log and forward this to the Supervisor along with the attached photo.
  - d. If there is a prior incident involving the same plate that is more than 30 days old, the Security Officer will proceed as outlined in "b." above.
  - e. If there are prior incidents involving the same plate or



vehicle that are both more than and less than 30 days old, the Security Officer will proceed as outlined in "c." above.

### SPECIAL PROTOCOLS

1. Dignitary vehicles will not be issued a DES Parking Advisory/Warning sticker.
  - a. Security Officers will provide assistance to dignitary drivers and their passengers.
  - b. Security Officers will notify their supervisor of the dignitary contact.
  - c. Security Officers will document the contact in their Daily Security Log and forward this to their supervisor.
  
2. Fire, Police & EMS or Medical Transport/Handicapped Units will not be issued a DES Parking Advisory/Warning sticker.
  - a. Security Officers will provide assistance to the drivers and their passengers.
  - b. Security Officers will notify their supervisor of the contact.
  - c. Security Officers will document the contact in their Daily Security Log and forward this to their supervisor.
  
3. Any time an Office contacts a vehicle where there is potential for contact becoming a significant issue, the Security Officer will contact the supervisor before Taking enforcement action.

### DAILY OPERATION OF LOG

1. Fill in log each a Security Officer issues a Parking Warning/Advisory.
2. Each Security Officer issuing the Advisory is responsible for completing this log.
3. Make additional sheets to cover a one month period.
4. Replace a new log at the end of each month.
5. Forward the prior month's log to the supervisor for filing.



PARKING WARNING/ADVISORY LOG

SITE:

FROM:

TO:

TIME	VEHICLE DESCRIPTION	LOCATION OF VEHICLE	LICENSE PLATE	STATE	VIN NUMBER/PLACARD NUMBER	VIOLATION	ISSUING SECURITY OFFICER





## **XV. INCIDENT REPORTS**

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An incident report will be completed by Security Officers when any crime, injury, accident or damaged property is reported to have taken place on DES property. An incident report will also be completed if any DES property is reported lost or damaged at any other location. Incident reports will be prepared for any activity as directed by a supervisor.



**XVI. UNAUTHORIZED ITEMS**

The goal of the DES PROTECTIVE SERVICES Unit is to make the workplace a safe environment for all employees and visitors. In pursuit of this goal, the following is a list of weapons and items, by category, that are prohibited in DES Buildings. This list is only a guideline and should not be construed as limiting the Protective Services Security Officer when safety is the issue. Should any questions or complaints arise, refer them to your supervisor or designee of the Protective Services Director.

**LEVEL ONE PROHIBITED ITEMS**

Level One is the highest level of security in the DES Buildings. All administrative and public meetings or hearings held within the buildings are considered Level One for security purposes. The categories below are an expanded list of potential weapons and items prohibited in the building.

**PROHIBITED DEADLY WEAPONS**

A.R.S. 13-3101.1 describes a deadly weapon as a firearm or anything designed for lethal use. Examples include but are not limited to:

- |                  |                 |
|------------------|-----------------|
| Box cutters      | Pen guns        |
| Butterfly knives | Razors          |
| Firearms         | Razor blades    |
| Daggers          | Straight razors |
| Knives           | Swords          |

**PROHIBITED EXPLOSIVES**

A.R.S. 13-3101.3 describes an explosive as any dynamite, nitroglycerine, black powder or other similar explosive material including plastic explosives but does not mean or include ammunition or ammunition components such as primers, percussion caps, smokeless powder and black powder used for hand loading purposes. The following items are listed under the Prohibited Potential Weapons category:

- |               |                    |
|---------------|--------------------|
| Black Powder  | Fireworks          |
| Blasting caps | Plastic explosives |
| Dynamite      | Nitroglycerine     |

**PROHIBITED FLAMMABLE LIQUIDS**

A.R.S. 28-602 describes flammable liquid as any liquid which has a flash point of less than 100 degrees Fahrenheit and which is defined in the 49 Code of Federal Regulations, Part 173.

Examples include but are not limited to:

- |          |               |
|----------|---------------|
| Acetone  | Lighter fluid |
| Alcohol  | Paint Thinner |
| Ether    | Sterno        |
| Gasoline | Turpentine    |



**PROHIBITED CAUSTIC ALKALIES AND ACIDS**

A.R.S. 36-1101 describes dangerous, caustic or corrosive substances as:

- |                   |                     |
|-------------------|---------------------|
| Acetic acid       | Nitric acid         |
| Ammonia water     | Oxalic acid         |
| Arsenic           | Potassium hydroxide |
| Carbolic acid     | Silver nitrate      |
| Hydrochloric acid | Sodium hydroxide    |
| Hypochlorous acid | Sulphuric acid      |

This category also includes any household item that has a poison label or any item from the above list that is contained in a mis-labeled package or container.

**PROHIBITED WEAPONS AND CONTRABAND:**

A.R.S. 13-3101-7 describes prohibited weapons as:

- |                    |            |
|--------------------|------------|
| Bombs              | Land mine  |
| Grenade            | Poison gas |
| Explosives         | Rockets    |
| Incendiary devices |            |

A.R.S. 13-2501 describes contraband as:

- |                                    |                                        |
|------------------------------------|----------------------------------------|
| Dangerous instruments              | Narcotic drugs (heroin, cocaine, etc.) |
| Dangerous drugs (speed, LSD, etc.) | Obscenematerials                       |
| Deadly weapons                     | Marijuana                              |
| Explosives                         |                                        |

**PROHIBITED POTENTIAL WEAPONS**

The following is a list of items that could be considered as potential weapons and will be prohibited at all hearings. The list includes but is not limited to:

- |                       |                           |
|-----------------------|---------------------------|
| Ammunition            | Hatchets                  |
| Ammunition components | Horse shoes               |
| Primers               | Ice picks                 |
| Percussion caps       | Knitting needles          |
| Smokeless powder      | Letter openers            |
| Black powder used for | Lock picks                |
| hand loading          | Meat cleavers             |
| Baseball bats         | Martial arts devices      |
| Batons                | Multi-blade knives        |
| Bicycle chains        | Ninja pins                |
| Black jacks           | Nail files (4" or longer) |
| Brass knuckles        | Plastic knuckles/brass    |
| Bullets               | Safety pins (large)       |



Protective Services Administration

- |                       |                  |
|-----------------------|------------------|
| Bullet clips          | Scissors         |
| Clubs                 | Spikes           |
| Cork screws           | Stakes           |
| Crochet hooks         | Syringes         |
| Darts                 | Throwing stars   |
| Facsimiles of weapons | Tools            |
| Gun lighters          | Toy guns/weapons |
| Hammers               |                  |
| Handcuffs             |                  |

There are many miscellaneous religious items that could be used as a potential weapon. Protective Services Security Officers will determine if an item is to be allowed into a secured area.

**RELIGIOUS ITEMS**

Certain religious articles may be considered by the holder as sacred. Many times the holder will request that the item not be unsealed or opened. They believe the object will lose its religious power if tampered with. When this occurs, Protective Services Security Officers will physically examine or x-ray the item and determine its admissibility into the secured area. Examples of such items include:

1. Small religious objects worn or carried as charms to avert evil and bring good fortune.
2. Leather pouches (usually worn around the neck)
3. Medicine bags (used in Native American religious practices)

**LEVEL TWO PROHIBITED ITEMS**

Level Two is the next priority level of security. The category below lists items from Level One categories that the DES Building employees and tenants may have in their possession at work but cannot take into any Level One restricted area or event. All Prohibited Items in Level One apply to Level Two, with the exception of the items listed below:

- |                                                       |                                                   |
|-------------------------------------------------------|---------------------------------------------------|
| Exercise equipment (arm builders, etc.)               | Nail files                                        |
| Hobby/craft tools (knitting needles, glue guns, etc.) | Pepper spray/mace                                 |
| Letter openers                                        | Scissors                                          |
|                                                       | Small utility tools (hammers, screwdrivers, etc.) |



## XVII. WEAPONS STORAGE POLICY

### PURPOSE

Effective September 21, 2006, ARS §13-3102.01 requires that:

*“if an operator of a public establishment or a sponsor of a public event requests that a person carrying a deadly weapon remove the weapon, the operator or sponsor shall provide temporary and secure storage. The storage shall be readily accessible on the entry into the establishment or event and allow for the immediate retrieval of the weapon on an exit from the establishment or event.”*

The purpose of this policy is to provide a safe environment for all persons visiting, working, or having business in DES Buildings. Restricting the presence of weapons in the buildings is essential to provide such security. This policy implements A.R.S. §13-3102.01.

### DEFINITIONS

#### **A.R.S. §13-3102.01. “Storage of deadly weapons”**

- A. If an operator of a public establishment or a sponsor of a public event requests that a person carrying a deadly weapon remove the weapon, the operator or sponsor shall provide temporary and secure storage. The storage shall be readily accessible on entry into the establishment or event and allow for the immediate retrieval of the weapon on exit from the establishment or event.
- B. This section does not apply to the licensed premises of any public establishment or public event with a license issued pursuant to title 4.
- C. The operator of the establishment or the sponsor of the event or the employee of the operator or sponsor or the agent of the sponsor, including a public entity or public employee, is not liable for acts or omissions pursuant to this section unless the operator, sponsor, employee or agent intended to cause injury or was grossly negligent.
- D. For the purposes of this section, "public establishment" and "public event" have the same meanings prescribed in section 13-3102.

**A.R.S. §13-105 (13) “Deadly Weapon”** means anything designed for lethal use, including a firearm.

**A.R.S. §13-105 (17) "Firearm"** means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon which will or is designed to, or may readily be converted to, expel a projectile by the action of expanding gases, except that it does not include a firearm in permanently inoperable condition.

**“Public Establishment”** means a structure, vehicle or craft that is owned, leased or operated by the state or a political subdivision of this state.



## **WEAPON STORAGE**

### **GENERAL PUBLIC**

Any person who lawfully possesses a weapon or potential weapon, entering a DES Building, including a person with a concealed weapon permit shall request Protective Service Security Officers to store the weapon in a designated weapons locker. If all designated storage lockers are in use, persons lawfully possessing a weapon shall be informed that all of the storage lockers are occupied and will be asked to consider an alternative storing location.

1. The Protective Services Security Officer will escort the person with the weapon to where the weapon storage lockers are located.
2. The person will be requested to remove their weapon, keeping it secured in the holster or carrying case, and place it in the designated storage locker. Protective Services Security Officers will not handle weapons being stored.
3. Once the weapon has been placed into the storage locker, the person storing the weapon will be provided numbered ticket which they will have to produce to retrieve their weapon.
4. The person storing the weapon will be required to complete and sign the weapon storage log sheet.
5. The person will be informed to report back to security desk to summon a Protective Service Security Officer to escort them back to the locker & retrieve their weapon.

Weapons which are not retrieved by the close of business, the end of the scheduled business day, will be removed from the storage locker by the weapons instructor and impounded. A trained and certified weapons instructor will make the weapon safe and place the weapon and accompanying identification card in an envelope listing the owner's name and the date. The envelope with the weapon will be stored in the weapons safe. Weapons unclaimed after 10 business days will be considered abandoned and may be disposed in any lawful manner, by the Protective Services Director.

### **LAW ENFORCEMENT**

Certified law enforcement Security Officers acting in their official capacity may carry a weapon in Arizona State Buildings under the following guidelines:

1. Sworn Police Officers in uniform acting in their official capacity may carry a weapon in a DES Building.
2. Sworn Police Officers in plain clothes, acting in their official capacity, may carry a weapon in a DES Building.
3. Uniform or plain clothes sworn Police Officers not acting in an official capacity (i.e. visiting friend or relative, etc.) may carry their duty weapon in the DES Building but will wear the weapon concealed and advise the on-duty Protective Services Security Officer they are law enforcement.



Protective Services Administration

The Protective Service Security Officers will ensure the weapons storage log is completed and make entries into the daily log book.

# STANDARD OPERATING PROCEDURE

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PROTECTIVE  
SERVICES  
OFFICER  
(PSO)

OFFICE OF INSPECTOR GENERAL  
GENERAL INVESTIGATIONS







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## Standard Operating Procedure (SOP) for General Investigations Protective Services Officer (PSO)

### 1. INTRODUCTION

The Arizona Department of Economic Security provides services to over 2.2 million constituents coordinating its efforts through a robust system of roughly 130 locations statewide as well as over 10,000 colleagues from DES and other partnering entities.

The Office of Inspector General, Protective Services Administration is responsible for securing Arizona Department of Economic Security facilities and colleagues statewide.

The Office of Inspector General's Protective Services Administration coordinates security for the statewide service centers. The Office of Inspector General's Protective Services Administration main security goal is to provide DES colleagues and partnering entities safer working environment. This includes, but is not limited to, threat assessments and mitigation at all DES facilities state-wide, investigation of threats to DES colleagues and facilities, management of security staff, and other non-disclosed operations to enhance security.

### 2. POSITION

Under general supervision, Protective Services Security Officers ("PSO"s or "Security Officer"s) are responsible for controlling access, monitoring security systems and providing armed security for DES buildings and property. The primary responsibility of a PSO is the protection of life at DES facilities. Additionally, PSOs will inspect facilities for security violations, hazards and other problems, and will report crimes against DES property.

### RESPONSIBILITIES

The Protective Services Security Officer shall:

1. Receive visitors and employees at the registration desk and provide assistance as-needed.
2. Monitor employee and visitor access to buildings and property, ensuring only authorized entry and arrival at the visitor's predetermined destination.
3. Monitor all security alarms, access control systems and visitor management systems statewide and notify appropriate personnel for emergencies or service/maintenance.
4. Patrol buildings and grounds. This includes responding to and reporting emergencies and any unusual incidents or occurrences in order to minimize or deter the development of hazardous or dangerous situations. This also includes monitoring and operating multiple CCTV monitors and video surveillance systems in order to record activities and retrieve video records at varied locations.



5. Document information about unusual incidents and establish, create, update, and maintain manual and automated filing systems and control access to confidential information.
6. Operate a two-way communications system in order to remain in constant radio contact with other security and department personnel.
7. Support Department facilities in conducting evacuation drills and administer first-aid as needed.
8. Maintain proficiency in the use of assigned weapons and equipment.

The Protective Security Officers must have the ability to:

1. Work effectively under highly stressful conditions and, when necessary, control uncooperative subjects.
2. Establish and maintain courteous and effective working relationships with others.
3. Interpret and act upon moderately difficult written information.
4. Communicate clearly and concisely both orally and in writing for the purpose of obtaining and disseminating information.
5. Work independently with minimal supervision.
6. Apply only the appropriate level of force in accordance with division standards.
7. Exercise diplomacy when dealing with people in sensitive situations.
8. Apply active listening techniques in order to obtain complete and accurate information.
9. Function effectively as a member of a team.
10. Analyze information and draw logical conclusions.
11. Operate a personal computer and standard office equipment along with a variety of communications equipment, security alarm systems and video recording systems.
12. Apply first-responder techniques in performing emergency first aid (e.g. triage, CPR, etc.).
13. Successfully complete firearms training to meet and maintain established firearms standards.
14. May work irregular hours, holidays, weekends, call-out and overtime as needed; walk or stand for extended periods of time; work in varying weather conditions.



### 3. CODE OF CONDUCT

#### PURPOSE

PSOs are expected to maintain a level of conduct complimentary to their department. The way a PSO acts or reacts to a situation can determine their effectiveness in that situation. Their actions also reflect on how DES is viewed by the public. PSOs will conduct themselves in a manner which will bring credit upon themselves and DES.

If the Protective Services Administration receives allegations of Security Officer misconduct or complaints about their performance submitted, the procedures established by DES Policies and Procedures will be followed.

#### PLEDGE:

In my capacity as a DES Protective Service Officer, hired to prevent, report and deter crime, I pledge:

1. To protect human life and property, in that order; and to use deadly force only as a last resort and under conditions of extreme necessity when human life is threatened;
2. To prevent and reduce crime committed against the Arizona Department of Economic Security, or other organizations and institutions to which I am assigned;
3. To abide by the constitution of the United States, and the laws of Arizona.
4. To carry out my duties with honesty and integrity and to maintain the highest moral principles.
5. To faithfully, diligently and dependably discharge my duties, and to uphold the laws, policies and procedures that protect the rights of others.
6. To discharge my duties truthfully, accurately and prudently without interference of personal feelings, prejudices animosities or friendships to influence my judgments.
7. To report any violation of law or rule or regulation immediately to my supervisors.
8. To respect and protect information considered confidential and privileged by my employer or client, except where their interests are contrary to the law or this code of ethics.
9. To cooperate with all recognized and responsible law enforcement agencies within their jurisdiction.
10. To accept no compensation, commission, gratuity, or other advantage without knowledge and consent of my employer.
11. To conduct myself professionally at all times, and to perform my duties in a manner that reflects credit upon myself, my employer and the security profession.
12. To continually improve my performance by seeking training and educational opportunities that better prepare me to carry out my security duties

**ADDITIONAL NOTES****— Confidentiality**

Providing protective services places PSOs in the unique position of having access to all offices in every department. PSOs are placed in situations where they may discover files and other information not meant for publication. PSOs often learn of employees' personal problems and situations in the workplace. Every PSO must strive to be completely trust-worthy, and have the ability to keep matters confidential.

**— Respect**

PSO meet and converse with a diverse population and are expected to show courtesy to all members of the public and DES employees. On- or off-duty in DES buildings, PSOs will always afford citizens the respect due them and will address each by "Sir", "Ma'am" or their formal title.

The following is a non-exclusive list of the types of conduct expected of Security Officers:

1. Be courteous and polite in dealing with employees and visitors
2. Don't gossip. Rumors are just that, don't spread them
3. Do not use offensive or abusive language. Someone is always listening.
4. Refrain from conversation containing sexual tone or innuendo.
5. Personal problems between PSO and employees will be reported to the
6. Protective Services Director.
7. At no time will any PSO remove any item from any office without permission.
8. Computer systems found on, will be left on.
9. Offices found to be unlocked will be checked, secured and noted in the log.



#### 4. UNIFORMS, EQUIPMENT & PERSONAL APPEARANCE

In order to promote a safe and professional atmosphere, it is the standard of the Department of Economic Security, Protective Services Administration that all security officers be properly groomed and dressed appropriately for their position and the environment in which they work. All personnel shall be neat, clean and appropriately dressed when representing the Department. Uniform and non-uniform attire shall conform to the requirements of this policy.

##### DEFINITIONS

- **Uniform Attire:** Uniform attire consists of the currently approved trousers, shirt, shoes and equipment as defined in this policy.
- **Business Attire:** Generally, clothing that is appropriate for an office environment.
  - Male security officers - business attire consists of slacks and a dress shirt.
  - Female security officers - business attire consists of slacks, blouses/sweaters, dresses or suits. *Business attire does not include mini-skirts, t-shirts with logos on them etc.*
- **Summer Business/Business Casual Attire:** Clothing appropriate for an office environment but is lighter in weight.
  - Male security officers - business casual attire generally consists of casual pants, short sleeve dress shirts and polo shirts.
  - Female security officers - business casual attire also includes sleeveless shirts and dresses. Business casual attire does not include clothing such as, shorts, tank tops, halter tops, mini-skirts, t-shirts with logos or exercise clothing.

##### STANDARDS

**Proper Attire:** All personnel are required to wear clothing appropriate for their assigned duties. The security manager may direct a Security Officer to return home and change clothing which is inappropriate or unsuitable according to the intent of the standards established by this policy. Security Officers may also be required to replace uniforms which no longer meet these standards. Time required may be charged to personal time and if no time is available as leave without pay.



- **Hairstyles:** Hairstyle standards shall create a professional appearance and be consistent with generally accepted standards for law enforcement professionals.
  - Male security officers in uniform shall wear their hair neatly combed and trimmed at all times. Hair shall not be allowed to grow to a length so as to touch the top of the ears, eyebrows, or touch the top of the uniform shirt collar.
    - a. Spiked, Rooster, and other extreme hair styles and colorings are prohibited.
  - Female security officers in uniform shall wear their hair so that it does not extend below the bottom of the uniform shirt collar.
    - a. Wigs and hairpieces are permitted if in conformance with these standards.
- **Facial Hair:** Security officers may have facial hair. For uniformity and safety, facial hair must be neatly trimmed.
  - Mustaches must be trimmed so as not to extend below the corners of the mouth, must not be waxed or twisted. Handlebar and upturned mustaches are not authorized.
  - Goatees are allowed but must be neatly trimmed.
  - Sideburns shall be trimmed so as not to extend below mid ear and shall not appear bushy. They shall end in a clean shaven horizontal line not protruding toward the cheek.
- **Makeup:** Female security officers may wear cosmetics which presents a professional appearance.
- **Jewelry:** Jewelry may be worn which is appropriate to the duty assignment and attire.
  - Security Officers in uniform may wear wristwatches and rings conforming to a conservative style and is not a safety issue. Female security officers with pierced ears may wear one small studded earring in each ear, on the earlobe. No other visible jewelry shall be worn.
  - Security Officers on duty out of uniform may wear jewelry which does not interfere with their ability to perform their job or conflict with safety standards.
- **Tattoos:** Security Officers with tattoos or a brand which may be considered offensive, unprofessional or have an adverse effect on their ability to perform their assigned duties will make every effort to cover or conceal them.



### UNIFORMS

Uniforms will consist of the following:

- Shirts will be tan short sleeves, to match uniform trousers.
- Trousers will be tan with the cuffs trimmed to a length to touch the top of the shoes.
- Shoes will be black leather (or similar material) with a plain toe and walking heel. Shoes must be polished.
- Black undershirts must be worn. Undershirts cannot have writing or pictures on them.
- Black socks will be worn. Socks with white feet may be worn, but the white shall not show above the shoe.
- Any deviations in uniform, for medical reasons or otherwise, must be approved by the Protective Services Director and may require written medical authorization.

### ISSUED EQUIPMENT & ACCESSORIES:

Security Officers must display required level of competency before equipment may be issued. Equipment issued by the Department consists of the following:

- Firearm - Glock Model 17 or 19 9mm caliber
- Magazines (3) - Glock, 15 round for the Model 17 or 19
- Baton - ASP, length of 20"
- OC spray and carrier
- Handcuffs – Peerless
- Department-issued holster
- Gun belt, black nylon 2 ¼ inches wide.
- Underbelt, black nylon with Velcro fastener worn under the gun belt.
- Holster, black nylon for the issued firearm
- Magazine holder, black nylon designed to carry two (2) magazines for the issued firearm
- Handcuffs & case
- Baton holder, black nylon designed to carry an ASP
- Belt Keeper Straps, four (4) each to be worn evenly spaced around the waist
- Flashlight holder
- Key carrier
- Portable radio carrier and carrier
- ECW-Taser





## 5. WEAPONS

Protective Services Security Officers are primarily charged with providing for the personal safety and physical protection of employees and visitors to the AZ DES Buildings. This responsibility may place a Security Officer in a circumstance where use of a firearm may become necessary. The protection of property owned or used by AZ DES personnel is of secondary concern. In situations where property is threatened, such as in the case of theft or vandalism, Security Officers are NOT to use deadly force or utilize their weapons. They are to observe and report only.

### FIREARMS

Security Officers shall be armed at all times while on duty with a fully loaded handgun of a make and model approved by the Protective Services Director and issued by the Department. The Department shall maintain a list of all issued equipment, including serial numbers of issued firearms. Security Officers will be issued a holster and dual magazine holder for wear with the department uniform, designed to accommodate the weapon with the appropriate level of security.

The Department shall retain ownership of all firearms and all other firearm related equipment purchased and provided to Security Officers. No modification, repair, or replacement of a department-authorized firearm shall be made unless performed or authorized in writing by the Protective Services Director. Protective Services Officers may not use their own personal weapons while on-duty.

#### Annual Armorer Inspection –

The Department shall conduct an annual inspection of all duty weapons carried by the Protective Services Officers, by the Department Armorer or assigned armorer

#### Handling -

All Protective Services Security Officers are required to properly secure, store, maintain, handle and care for all Department-issued firearms. Misuse or negligent use or a weapon, including negligent or careless storage of equipment, is prohibited and will subject the Security Officer to discipline, including termination.

#### Qualification, Training and Proficiency -

Security Officers are responsible to maintain proficiency with their issued firearm. Security Officers are required to pass a firearms qualification course annually. The qualification course will follow the standards of the Arizona POST firearms training course. Any Security Officer failing to attain a qualifying score will be granted a second opportunity to qualify. If they are still unable to qualify, they will receive remedial training and an additional practice session. After training and practice they will be given two additional opportunities to fire a qualifying score. If they are still unable to meet the minimum qualification standards, they will be relieved of their firearm and may be subject to additional action.



Periodic practice will ensure proficiency and proper function and reliability of issued firearms. In addition to the annual qualification, Protective Security Officers will complete the following training:

- Judgmental Shoot; 15-30 rounds
- Annual Duty Round Replacement; 50 rounds

Protective Security Officers are encouraged to conduct annual practice sessions on their personal time. The Department will provide ammunition as follows:

- Practice Training Round Replacement; up to 300 rounds annually

Overtime is not authorized for practice shooting that is not mandated. PSOs shall be responsible for cleaning and inspecting their issued firearm. Firearms should be cleaned when 50 or more rounds have been fired. A good practice would be to clean your weapon after every use. All repairs must be made or arranged by the Department-approved armorer(s).

#### Utilization -

A firearm is a deadly weapon and its use must be in accordance with the Use of Force standards contained in this manual. PSOs certified to carry and use the firearm may not draw their firearm as a mere threat or display of force. The only time a PSO should unholster and pointed at a subject is when the PSO has every intention of firing the weapon if the situation does not immediately improve. Each and every pull of the trigger on the firearm is an independent, stand alone, use of force and must have justification that is clearly documented.

If a PSO is required to discharge their firearm, they will comply with the following protocol:

1. Immediately call for medical attention for any subject injured as a result of the use of a PSO firearm.
2. Immediately notify a supervisor of any firearm display or discharge.
3. In addition to the required Incident Report, photographs of the affected area of the subject should be taken as soon as possible.
4. Security Officers authorized to carry a firearm will remain within the acceptable procedural requirements regarding the proper discharge of a firearm, as well as the restraint and control of the related suspect and/or subject that are present.

#### Documentation -

After each use, or threatened use, of the firearm, an Incident Report shall be completed and given to the Protective Services Director or designee. For purposes of this section, the term "use or threatened use" means un-holstering, drawing or discharging the firearm.

The Protective Services Director or designee has the following responsibilities:

- Maintain a firearm log that corresponds with each firearm assigned.
- Conduct periodic inspections of PSO firearms for cleanliness and functionality.



### ELECTRONIC CONTROL WEAPONS (ECW) - TASER

These standards provide guidelines for the care and use of electronic control weapons (ECW) as well as the requirements for reporting ECW readiness, accountability for use, and data analysis.

### POLICY

DES assigned Investigators & Protective Service Officers are vested with the lawful authority to use force in performance of their duties. The Department's policy is to use the amount of force that is reasonable under the circumstances and which a reasonably prudent officer would use under the same or similar circumstances. Authorized and trained Department personnel may display, threaten to use, or use an ECW in accordance guidelines established herein.

### DEFINITIONS

- **Cartridge:** A plastic housing containing probes, lines, and a deployment mechanism.
- **Download:** Procedure for recording electronic ECW information for storage and review.
- **Electronic Control Weapon (ECW):** A device designed to deliver electrical energy sufficient to cause uncontrolled muscle contractions or override an individual's voluntary motor responses or cause pain, as a method of obtaining physical control.
- **Medical sharp:** An object that can penetrate the skin including but not limited to: probes, needles, syringes, lancets, scalpels, and exposed ends of dental wires.
- **Probe:** A thin, metal barbed dart.
- **Drive stun:** An ECW technique used to cause pain as a method of obtaining physical control. The technique involves activation of the ECW with the cartridge or contacts against the intended target.
- **Universal precautions:** Infection control guidelines designed to protect workers from exposure to diseases spread by blood and certain body fluids.
- **Vital tissues:** The parts of the body focused around the face, head, eyes, neck, groin and female breast.

**Authorized Users -**

Only those employees who have satisfactorily completed the Department's approved training course shall be authorized to carry ECWs.

**Weapon Readiness -**

1. When in uniform, Department employees that are issued an ECW shall wear the device on their support side (OPPOSITE SIDE OF THEIR FIREARM).
2. Non-uniformed officers and other authorized employees shall utilize an ECW when practical according to individual circumstances and in accordance with the Department's approved training.
3. Officers and other authorized employees shall inspect their issued ECW in accordance with the Department's approved training as follows:
  - a. *Daily Inspection*—Prior to each work shift, inspect their issued ECW to ensure the ECW is adequately charged and free of any damage.
  - b. *Weekly Inspection and Spark Test*—Prior to each work week, inspect and spark test their issued ECW to ensure the ECW is adequately charged and free from any damage.
  - c. *Function Test Failure*—Officers and other authorized users shall immediately send all ECWs failing the function testing to **Firearms Training**.
  - d. *Expired Cartridges*—Users shall turn in expired cartridges to an ECW instructor or designated district point of contact for a replacement cartridge.

Officers and other authorized employees using the X3 model shall carry the ECW in the semiautomatic mode during live deployment.

During training, officers and other authorized employees shall comply the instructor's lesson plans in determining whether the ECW will be operated in the semi-automatic or training mode. After training, they shall ensure that they turn the training mode off after completion of the class and prior to returning to regular duty.

Carrying of extra cartridges shall be consistent with training provided.

ECW instructors or other personnel trained to collect ECW electronic data shall download data from each ECW to the Department's electronic evidence storage account.

ECW instructors or other personnel trained to collect ECW electronic data shall download data from each ECW prior to an ECW being put into service and when an ECW is taken out of service for repairs or disposal.

**Deployment -**

The ECW may be used in circumstances where a subject is displaying active or aggressive resistance or where the subject's actions cause a reasonable officer to believe there is a threat to the safety of the officer or others. Such actions may include but are not limited to:

1. Use of force against the officer or another person.
2. Violent, threatening, or potentially violent behavior.
3. Physically resisting arrest or detention.
4. Flight in order to avoid arrest or detention, in circumstances where officers would pursue on foot and physically effect arrest or detention.

The ECW is most effective at overcoming resistance and assisting officers with subject control when used in the probe mode which is the preferred deployment technique when practical.

1. The device should be aimed at the subject, fired, and cycled in a manner consistent with and as outlined in training.
  - a. Primary ECW target areas are the major muscle areas and large muscle groups; for example abdominal and leg areas. Care should be taken to avoid vital tissue areas.
  - b. Officers or other authorized employees preparing to deploy an ECW shall provide a verbal warning when feasible consisting of "Taser, Taser". A warning is not necessary when doing so will endanger an officer or a member of the public.
  - c. Officers or other authorized employees shall deploy the ECW only for the time necessary to gain or retain control of the subject and reactivate the ECW only as necessary to gain and retain control over the subject.
  - d. The ECW may be considered as an option during deadly physical force situations only when a secondary officer is present to deploy deadly physical force in the event the deadly physical force becomes reasonably prudent.
2. The ECW may also be used in limited close-range, self-defense, and pain-compliance circumstances in the contact mode, if there is no opportunity to use the device in the preferred probe mode. When the device is used in contact mode it is:
  - a. Primarily a pain compliance tool.
  - b. Generally less effective than when probes are deployed with spread in excess of 12 inches.
  - c. Subject to the same deployment guidelines and restrictions as probe deployments.



3. The ECW shall be pointed in a safe direction with the safety on during loading, unloading, and when handled in other than an operational deployment, except as prescribed as part of a training lesson plan.
4. The ECW shall not be used on those who passively resist, and should not be used:
  - a. On a handcuffed or secured prisoner, absent overtly assaultive, self-destructive, or violently-resistive behavior that cannot reasonably be controlled by other readily available means.
  - b. In the presence of explosive or flammable substances, including but not limited to OC spray with volatile propellant, gasoline, natural gas, or propane.
  - c. In any situation where the officer or other authorized employee has a reasonable belief that the subject's fall may result in death or serious physical injury, and the circumstances presented do not justify that risk.
5. When officers or authorized employees know or reasonably believe a subject has a physical or mental health condition they shall only deploy an ECW when the potential benefit of using the ECW outweighs the risks and concerns of injury.

#### Medical Treatment -

Once a subject is brought under control, FIRE/EMS will be called to remove the ECW probes using universal precautions. Do not remove the probes if they are attached in a subject's vital tissues. Immediate medical attention shall be sought.

1. ECW probes are to be treated as a medical sharp.
2. Photographs of the affected area shall be taken after the probes are removed.

#### Reporting -

Any use of force meeting the definition of a critical incident shall be reported and reviewed.

1. Officers or other authorized employees shall immediately notify their supervisor whenever the ECW is used, unintentionally discharged, or the use results in injury or complaint of injury to the subject, officer, or other authorized employee.
2. Officers or other authorized employees who display, threaten to use, or use an ECW shall complete the *Use of Force Critical Incident Report Form* as well as a UIR J-309-FF.



**Knives and Other Weapons –**

Knives and other weapons are prohibited on-duty unless prior Department consent is given.

**Off-Duty Weapons -**

No department-issued weapon, or any weapon used for on-duty purposes, may be carried in an off-duty capacity. Duty weapons may only be carried in an off-duty status when travelling to and from work, a firing range, or other locations required for employment.

Any authority to carry a firearm off-duty in a concealed manner must be in compliance with the laws of the State of Arizona. Any Security personnel who choose to carry their personal firearm off-duty in any manner, must do so in compliance with all Federal, State and local laws, statutes or code.

**Documentation -**

Security Officers will follow the reporting policy which includes completing an incident report. This report will contain an account of the circumstances leading up to the event in detail; if use of force was used and why the decision was made; as well as an injuries sustained for the following:

- Animal dispatch
- Accidental discharge
- On-Duty/Off-Duty official discharging of weapon



## 6. POST ORDERS & OPERATIONS

This section is designed to serve as the outline for the functioning of Offices at an assigned location. Every Security Officer will be knowledgeable be of their Post Orders. Every supervisors will ensure the Post Orders are completed, current and adhered to. Each location may have directives significant to that location. Each Post Order should reflect the general and specific needs for the Location.

### GENERAL TOPICS

#### Daily Procedures -

1. Outline the daily duties for the location.
  - a. Describe the duties as clearly as you can.
  - b. Specify what you need the Security Officers to do every day.
2. Meet with Office managers to get input; they may have definite expectations for the Security Officers.
3. Familiarize the Security Officers with floorplan of Office.
4. Monitoring duties to keep security of location.

#### Emergency Procedures -

1. Align with AZ DES Emergency Procedures Handbook.
  - a. Office staff train to this standard.
  - b. Be aware of Exits and evacuation plans.
2. Fire, Police Incidents, Medical Emergencies.
  - a. Alarm procedures for site.
  - b. Fire alarms.
  - c. Panic alarms.

#### Incident Reporting -

1. Contact reporting lists.
2. Provide copy of "UIR J-309-FF" form to Security Officers.
  - a. Establish reporting criteria for Security Officers.
  - b. Ensure Supervisor controls for reporting.

#### Daily Logs -

1. Insure logs are specified to be completed at the end of each shift or by the end of the next shift.
2. Create "pass along" logs and sign in sheets, if necessary.
3. Incorporate site specific procedures.
4. What security officers need to do at that location?
5. Sign on and sign off procedures.
6. Check in or sign in sheet.
  - a. When can a security officer sign off duty?
7. Supervisor controls implemented.





**OPERATIONS**

**Patrol Functions -**

Protective Service Security Officers perform roving patrols throughout the DES buildings and surrounding grounds. Patrol areas and routes should be randomly chosen, never scheduled. Patrol procedures should never become routine. Security Officers should double back and use different stairways so they are not predictable. Stay alert, awake and aware of your surroundings. Complacency can make you a victim.

Patrolling Security Officers will allow employees and visitors to see you as you walk around. Stop and chat briefly with employees, acquaint yourself with them but do not disturb those who are busy at work. Employees can be a great source of information, at times giving you information which can be used to quell a problem before it occurs. On the other hand, do not spend excessive time chatting with friends and/or family members. This is noticed and can become a sore point with other employees or the general public as it gives an impression of favored treatment.

Periodic patrol of parking areas should be done, noting vehicles parked there. When necessary, affix violation stickers where warranted. (Illegally parked vehicles in handicap spaces, fire lane.) Make proper entries in the log. Employees or visitors who become constant violators will be reported to your supervisor for additional action.

Patrol underground garage area, being vigilant to inspect exits to street and ensure doors are secure. Ensure no unauthorized people are in or around vehicles or storage areas. Be aware that transients have been known to sleep or relieve themselves in these areas which are hidden from view.

The Protective Services Staff follows DES Policy # DES 1-26-09. Due to job requirements to maintain coverage, Security Officers must adhere to additional rules pertaining to all leaves.

Due to the specialized services provided by the Protective Services Administration, time off should be requested well in advance so coverage can be scheduled and services required will not be hindered.

The nature of the security demands many employees work odd hours. Some offices may hold meetings extending well beyond normal work hours and sometimes classes, meetings, hearings and other events could take place over weekends and on holidays.

The Protective Services Administration Director is responsible for providing ample personnel to perform these duties at all times. A monthly work schedule is planned indicating daily shifts and days off for each Security Officer. Work schedules are prepared as far in advance as is practical.



In order to provide maximum coverage, all security officers work a 40 hour week assigned to a certain shift with day weekends and state holidays off. Security Officers may be assigned to rotate through various shifts or be assigned a steady shift.

Unfortunately, mission requirements, incidents, accidents and requests for additional security coverage occur with little or no notice. To allow for this, a work schedule must be flexible and will be changed when necessary to ensure coverage. Security Officers may be required to work extended hours, additional tours or without days off.

Protective Service Security Officers are responsible for checking with their supervisor at least once daily for changes. Tour swaps are allowed when they will have little or no effect on the needs of the department. Security Officers will request a swap in writing to their supervisor. If approved, those changes will be reflected on the next shift. Requests that are disapproved will be returned to the Security Officers involved with a reason for the rejection.

Security Officers will remain in uniform while on duty until they are properly relieved. Relieving Security Officers will be expected to arrive with sufficient time to check equipment, receive relevant information and allow the relieved Security Officer to depart on time. At no time will any Security Officer leave their assigned post until they have been properly relieved and completed their tour.

#### NORMAL WORK TOURS

##### Day Shift -

Provides coverage during normal business hours. Security Officers will work an eight hour tour. Start and finish times will be set in accordance with the needs of security but will normally start between 0600 and 1000 hours and finish between 1400 and 1800 hours.

##### Special Assignment - Hours as needed

While every effort is made to curtail excessive tour changes, Security Officers must understand that the needs of the department come first. When possible, Security Officers involved in a schedule change will be given advance notice.

##### Sick Leave -

If a staff member needs to call in due to illness, their supervisor will be contacted. If the supervisor is not available a message will be left. During non-business hours Security Officers calling in sick will notify their supervisor. If the Security Officer calling in is scheduled to relieve another Security Officer, duty Security Officer will contact their supervisor and follow his instructions. Their supervisor will make the appropriate



changes and work schedules. If a Security Officer feels sick while on duty, he/she is to contact their supervisor to get approval to leave their post. If their supervisor is not available, contact the next in command for approval. Never leave your post without permission. The supervisor may require Security Officers to submit a doctor's note for illnesses or a doctor's note certifying ability to perform their duties before a Security Officer may return to duty.

Security Officers requesting five or more consecutive work days leave must submit their requests as far in advance as possible, but not more than 180 days prior to the effective date. Doing this provides a buffer period where schedules can be adjusted and working Security Officers will have ample notice, avoiding unnecessary inconvenience.

If more than one Security Officer has requested the same vacation dates and requirements allow for only one leave, the request received the earliest will be given preference. The needs of the Department will take priority for any leave consideration requests.

#### Compensation Time & Personal Days -

Protective Services Security Officers may accumulate compensation time if approved by the Department Director when working more than forty hours in any work week. In order to ensure sufficient coverage, Security Officers are required to cover tours of any Security Officer on sick leave, emergency leave, etc. Compensation time normally accumulates at a rate of time and one half for each hour worked, after 40 hours within that work week.

If a situation arises which would cause overtime, Security Officers will be asked to volunteer. If no volunteer can be found, a Security Officer will be ordered to perform the required overtime duty.

Should more Security Officers volunteer than is needed, the supervisor will select a qualified Security Officer to work.

If approved by the Department Director, Security Officers may accumulate up to 80 hours compensation time which may be used as leave time.

When requesting leave of less than five consecutive days, Security Officers will submit requests not more than 60 days or less than 15 days in advance of the dates asked for. Requests submitted for leave less than 15 days in advance may be approved by their supervisor as long as there is appropriate security coverage.

#### Drug Free Workplace:

All staff are required to adhere to DES Policy # DES 1-01-03 Drug Free Workplace Policy.



## 7. ARREST & SEARCH AUTHORITY

The Department of Economic Security has delegated the safety and protection of its staff, employees, and the general public they serve to the Protective Services Administration. Performance of these duties may require limited searches of individuals and their belongings and, in certain extreme circumstances, may require PSOs to arrest individuals who pose an immediate physical threat to DES employees or the public on DES property. It is imperative that PSOs understand the limits of this authority.

### ARREST AUTHORITY

DES Protective Services Officers **DO NOT** possess Peace Officer authority to arrest or to stop and detain a person for investigation. The arrest authority of DES PSOs is a more limited version of the arrest authority afforded to private persons under Arizona law.

A.R.S. § 13-3884 provides that a private person may make an arrest “[w]hen the person to be arrested has in his presence committed a misdemeanor amounting to a breach of the peace, or a felony,” or “[w]hen a felony has been in fact committed and he has reasonable ground to believe that the person to be arrested has committed it.” For DES PSOs, this authority is further limited to those situations where a subject poses an immediate physical threat to a PSO or another person on DES property.

Security Officers are not to force compliance in the protection of property. If a PSO suspects that a subject has committed or is committing a crime against DES property or personal property at a DES building, they are to observe and immediately report the incident. They are never to issue verbal commands or use any physical force unless the suspect poses a direct threat of deadly force to the PSO or toward another person.

See Appendix I for a list of statutory felonies that you may encounter in your position as a PSO.

Note: Security Officers may only detain a suspect or use deadly force in the case of violent felonies.

### ARREST PROCEDURES

In the event that a PSO is required to make a citizen’s arrest of a subject, the following procedures must be followed:

1. Security Officers responding to a situation must remain alert and maintain communication with their supervisor.
2. Upon arrival:
  - Ascertain if a crime has in fact been committed
  - Radio or call for backup if needed, and request that the applicable law enforcement agency respond to assist or transport persons in custody.
  - Place offender in custody, using only the reasonable amount of force necessary to effect the arrest.



- Inform offender of arrest at earliest opportunity.
- Perform a frisk, remove and secure any weapons.
- Handcuff violator(s) for safety.
- Remain with violator until Police arrive and take custody.
- Identify victim(s), obtain pertinent information and secure any evidence.
- When Police arrive, deliver the violator to them with all pertinent information and evidence.

#### RELEVANT STATUTES

A.R.S. § 13-3889. Method of arrest by private person: A private person when making an arrest shall inform the person to be arrested of the intention to arrest him and the cause of the arrest, unless he is then engaged in the commission of an offense, or is pursued immediately after its commission or after an escape, or flees or forcibly resists before the person making the arrest has opportunity so to inform him, or when the giving of such information will imperil the arrest.

A.R.S. § 13-3895. Weapons to be taken from person arrested. Any person making a lawful arrest may take from the person arrested all weapons which he may have about his person and shall deliver them to the magistrate before whom he is taken.

A.R.S. § 13-3900. Duty of private person after making arrest. A private person who has made an arrest shall without unnecessary delay take the person arrested . . . and deliver him to a peace officer, who shall without unnecessary delay take him before [a] magistrate. The . . . officer so taking the person arrested before the magistrate shall make before the magistrate a complaint, which shall set forth the facts showing the offense for which the person was arrested. If, however, the officer cannot make the complaint, the private person who delivered the person arrested to the officer shall accompany the officer before the magistrate and shall make to the magistrate the complaint against the person arrested.

#### SEARCH & SEIZURE AUTHORITY

DES PSOs have no authority to conduct a limited search of persons and their belongings to screen for weapons before granting entry to a DES building. If someone is a paid DES employee who a PSO has articulable reason to suspect is carrying a dangerous weapon, then the PSO may contact the employee and ask that they store their weapon in accordance with DES policies, or leave the property. If any individual is carrying a weapon, they must check the weapon in for storage pursuant to DES Policy # DES 1-01-46, unless they are exempted under these rules. If they refuse to store their weapon and are not exempted, then the PSO must ask them to leave. If they refuse to leave, the PSO is to immediately call for law enforcement.

Note: In conducting searches, PSOs must strictly adhere to the training and guidelines provided by the Protective Services Director and their supervisor for their specific post. PSOs are not except from civil liability for conducting an unreasonable search of a person or private property.



### 8. USE OF FORCE:

The following information provides guidelines for the use of force and details of force options; it also provides requirements for reporting the uses of force for accountability.

#### STANDARDS

It is the standard of the Department of Economic Security, Protective Services Division that Security Officers are authorized to use reasonable force or control to protect the physical safety of DES employees and visitors to DES properties. The reasonableness of this force will be determined by the circumstances of a situation known to Security Officer(s) on the scene at that time. The decision to use force should be a balance of the need to control a subject against the intrusion or self-defense or defense of others against whom person(s) are using force directed at them and the prevention of loss of property as stated under A.R.S. §§ 13-401 (no justification if third party), 402 (assist a peace officer), 13-403 (maintain order at a gathering), -404 (self-defense), -406 (defense of third person), -40 13-410(B) (effecting arrest). In the course of their duties, the permissible use of force by Security Officers is limited to that force which is necessary and only to the degree required:

1. To assist law enforcement, if requested.
2. To prevent loss of life or serious bodily injury to self or others.

In any encounter where the use of force becomes necessary, Security Officers will use only the minimum amount of reasonable force necessary under the circumstances. Under no circumstances will the force used be greater than necessary to achieve lawful security activities.

Security Officers are not to force compliance in the protection of property. If a PSO suspects that a subject has committed or is committing a crime against DES property or personal property at a DES location, they are to observe and immediately report the incident. They are never to issue verbal commands or use any other level of force unless the suspect poses a direct and immediate threat of deadly harm to the PSO or toward another person on DES property.

#### PROCEDURES

All Security Officers must successfully complete the approved training prior to using any approved weapon, or technique approved by this Department. Guidelines for the use or application of weapons, equipment or techniques are taught during training and must be followed. All required certifications or re-certifications will be obtained as required and are the responsibility of the individual Security Officer.

A Security Officer's decision to use force or control will be based on the totality of circumstances known to the Security Officer at the time of the incident, their training and the subject's actions. Circumstances that influence the level of force used by Security Officers may include, but are not limited to:

- The nature of the offense.
- The behavior and actions of the subject, (i.e. resistive, aggressive acts).



- Physical size and conditioning of the subject and the Security Officer.
- Age of the subject and Security Officer.
- The feasibility and availability of alternative responses.
- The availability of additional Security Officers and/or law enforcement personnel.

The levels of resistance by a subject include:

1. **Psychological Intimidation:** Includes non-verbal cues indicating the subject's attitude, appearance and physical readiness. This is often referred to as the "body language" of the subject, which influences a Security Officer's decision on how to approach a subject, or what level of force to be prepared to use. Non-verbal intimidating actions may include, but are not limited to: clenching the fists; widening the foot stance; or wearing a blank expression, which may warn Security Officers of an individual's emotional state. These non-verbal actions often warn a Security Officer of a subject's potential for violence when the subject has offered no verbal threats. A subject's non-verbal intimidation should be used as information to mentally prepare Security Officers for attack, not as justification for the use of force.
2. **Verbal Non-Compliance:** Verbal responses indicating the subject's unwillingness to comply with direction; this may include verbal threats made by the subject.
  - a. A person has a constitutionally protected right to express verbal protest to a Security Officer. As a general rule, speech directed at a Security Officer is protected by the First Amendment.
  - b. In addition, as a general rule, fighting words are not protected speech. The appropriate reaction to verbal threats made by a subject will depend on the specific facts faced by a Security Officer.
  - c. A Security Officer's decision regarding the level of force necessary to control the subject will be based in part on the Security Officer's perception of the verbal threat and the subject's apparent ability and willingness to carry out that threat.
  - d. An additional factor is the Security Officer's knowledge of his or her own capabilities to manage the threat presented.
3. **Passive Resistance:** Physical actions that do not directly prevent the Security Officer's attempt at control. At this level, the offender never makes any attempt to defeat the physical actions of the Security Officer. Passive resistance is usually in the form of a relaxed or "dead weight" posture intended to make the Security Officer lift, pull or muscle the subject to establish control.
4. **Defensive Resistance:** Physical actions that attempt to prevent the Security Officer's control, but make no directed attempt to harm the Security Officer. At this level of resistance, the offender attempts to push or pull away in a manner that does not allow the Security Officer to establish control. However, the subject never attempts to strike the Security Officer.
5. **Active Aggression:** Physical assault on the Security Officers, or that of another, where the offender prepares to strike, strikes, or uses techniques in a manner that may result in injury to the Security Officer or that of another.



6. **Aggravated Action Aggression (Deadly Force):** Assaultive acts of aggression directed towards a Security Officer or another that are likely to cause serious injury or death.

#### SECURITY OFFICER RESPONSE – LEVELS OF FORCE:

1. **Security Officer Presence:** Security Officers are clearly visible and their authority is established by presence in uniform and/or by clearly displaying a badge or identification. It is at this initial stage of subject contact that the Security Officer uses presence, to the greatest extent possible, to take control of the situation and avoid escalation.
2. **Verbal Direction:** Communication directed toward controlling the actions of a subject, including direction or commands. The majority of situations can be resolved by good communication skills and verbal direction.
3. **Empty Hand Control:** Techniques that cover a number of subject control methods. These may be as simple as gently guiding a subject's movement or more dynamic techniques such as strikes. They are divided into two (2) categories:
  - a. "Soft" control techniques present a minimal risk of injury. Generally, these techniques are used to control passive or defensive resistance. However, soft control techniques can be utilized for any level of resistance if tactically possible and legally permissible. Standard handcuffing is a soft control technique.
  - b. "Hard" control techniques may cause minimal injury, i.e. striking techniques using the hands or feet. A "take-down" is the forceful direction of the suspect to the ground and is also considered under this use of force category.
4. **Intermediate Weapons:** The use of authorized less-than-lethal weapons such as OC agents, impact weapons and CEWs provide a method of controlling subjects when deadly force is not justified and when empty hand control techniques are either not sufficient or tactically the best option for the safety of others, the suspect and/or the Security Officer. Department personnel who employ weapons to control a situation should be able to articulate why they chose to deploy the weapon(s) they did. When intermediate weapons are used, injury to the subject is likely and appropriate medical care shall be provided once the situation is secure. The following are the types of authorized intermediate weapons:
  - a. **Impact Weapons:** An expandable baton can provide a means of protecting the Security Officer or others from injury. Escalating to an impact weapon is a means of controlling subjects when the Security Officer is facing defensive resistance, and their empty hand control is insufficient to overpower the resistance or they are facing active or aggravated active aggression (deadly force).
  - b. **CEW:** The CEW is a less lethal conducted energy weapon that deploys an electro-muscular disruption charge that affects the sensory and motor functions of the central nervous system. Security Officers should be mindful that the CEW does not always work as intended and must be prepared to exercise other force options when it malfunctions, does not have the intended effect, or when continued use would endanger the subject.





5. **Deadly Force:** Use of force that is highly likely to cause serious injury or death. Use of a firearm is not the only means of employing deadly force. It may become necessary for Security Officers to protect themselves or others with means other than a firearm. Security Officers may employ all the techniques outlined in this Policy and Procedure Manual and others that may be available under the circumstances of the particular situation, including those considered deadly force, in order to protect themselves or other from the use of deadly force.

#### CONDITIONS FOR THE USE OF DEADLY FORCE

There are four conditions or elements that are requisite to determining whether an offender's actions constitute a risk or threat of imminent danger of serious bodily harm or death, specifically:

1. **Ability or Apparent Ability:** Does the offender possess the ability or the apparent ability to utilize deadly force or inflict serious bodily harm?
  - a. Disparity in size, age, strength, gender, numbers, and the level of aggressiveness of the involved parties are all important factors when considering the element of ability.
2. **Opportunity:** The Security Officer must reasonably believe that the offender(s) are in a position to bring deadly force or the "ability" to bear upon them or a third party.
  - a. Does the Security Officer believe that he/she are within the effective range and use of the offender(s) weapon?
3. **Imminent Jeopardy:** The offender(s) must be acting in such a manner that he/she will likely exercise deadly force to cause serious bodily injury or death at any moment.
4. **All Reasonable Options are Exhausted:** A Security Officer should employ deadly physical force only as a last resort.
  - a. The conditions must be such that under the circumstances, the Security Officer has no other objectively reasonable alternatives.
  - b. All attempts to contain, de-escalate, or use less than lethal options have failed or are inadequate.
5. **Warning shots WILL NOT be fired.**

Security Officers who have used deadly physical force shall be removed from their post for their well-being, and for administrative and investigative purposes while the circumstances surrounding the use of deadly force are investigated by the appropriate law enforcement agency. Security Officers shall be debriefed and shall assist law enforcement as necessary prior to return to their post.

#### CONTINUUM OF FORCE

When the use of force is reasonable and necessary, Security Officers should, to the extent possible, use an escalating scale of options and not employ more forceful means unless it is determined that a lower level of force would not be, or has not been, adequate. The levels of force included in the agency's continuum of force include: Security Officer presence, verbal commands, use of hands, intermediate weapons, and deadly force.



Each situation is unique. Good judgment and the circumstances of each situation will dictate the level on the continuum of force at which a Security Officer will start. Depending on the circumstances, Security Officers may find it necessary to escalate or de-escalate the use of force by progressing up or down the force continuum. It is not the intent of this policy to require Security Officers to try each of the options before moving to the next, as long as the level of force used is reasonable under the circumstances.

#### DOCUMENTATION

Security Officers will complete the *Use of Force Critical Incident Report Form* when force of any level is used. This report will contain an account of the circumstances leading up to the use of force; why the decision to use force was made; and detail what was done for the subject if an injury was sustained.



## 9. ALARMS

### DURESS

1. When a duress alarm is received:
  - a. Determine where the alarm was initiated.
  - b. Notify the Security Officer assigned to that area to respond.
    - i. Roving Security Officer will respond to the alarm or to cover vacated assignment.
  - c. Use due caution, ascertain if a threat exists.

### NO THREAT

1. Accidental alarm, responding Security Officer notify supervisor or designee.
2. Log entry indicating time of alarm and reset.
3. Document incident in report.

### THREAT

1. Responding Security Officers will notify supervisor. Notification should include the nature of the threat, if additional assistance is needed and any other pertinent facts available.
2. Protective Services Director will be notified. If directed to do so or **WHEN NECESSARY**, local police will be called.
3. Protective Security Officers will open and maintain a record of all pertinent information received. This should start with the time of the alarm and first response. Include names, numbers, names and titles of employees involved, and agencies responding.
4. First Security Officer on scene shall attempt to resolve or contain the situation. Maintain communication with their supervisors and other Security Officers.
5. When the Protective Services Director arrives, the Security Officers will proceed as directed.
6. If additional assistance is required, other Protective Services personnel will respond.
7. If local law enforcement have been called, they will be directed to the affected area upon arrival. Protective Services Security Officers will provide access where needed.
8. Once the situation is under control, the Security Officer designated by the Protective Services Director will reset the alarm.
9. Assigned Security Officer will prepare an incident report. Log entries will be made referring to the incident report number.



#### FIRE ALARM

When the alarm sounds, Security Officers will follow the plan as outlined in the Emergency Action Plan Procedures & Building Evacuation Plan. Protective Services Director can make any changes necessary.

1. Locate which alarm was activated.
2. A Protective Services Security Officer will respond to the scene and determine if a fire does exist.
3. Should a fire exist, the Security Officer will call 9-1-1 and request Fire Department response.
4. When the Fire Department arrives, escort or direct them to the alarm location, following their instructions.
5. If the alarm is a false alarm or the condition has been corrected, and if the Fire Department has responded notify them that the condition has been corrected and follow their instructions.
6. Security Officer will prepare an incident report and make appropriate log book entries.

Protective Service Security Officers are the first responders when emergency situations occur. Each Security Officer must be familiar with the Emergency Action Plan Procedures & Building Evacuation Plan.

Medical emergencies include any injury, illness, or reported potential injury incident that takes place in or on the Department of Economic Security property. Protective Services Security Officers who receive or witness an event which could result in an injury shall follow directions listed:

1. Determine if the individual is injured or sick and if 9-1-1 has been called.
2. If individual is unconscious or injured and 9-1-1 has not been called, immediately request an ambulance.
3. If the individual is sick, determine if they wish emergency medical attention and an ambulance. If so, call 9-1-1 with the location and type of illness/injury.
4. Obtain information required for the incident report.
5. For injury incidents, if possible, get a statement as to what happened, and the individual's estimate of the injury.
6. When emergency team arrives, be sure to get the name or number of the unit and the name of the hospital the individual will be transported to.
7. Notify a supervisor as soon as practical.



## 10. RADIO USAGE

### 10-CODES

- |                                 |                                                    |
|---------------------------------|----------------------------------------------------|
| 10-1: Unreadable                | 10-22: Disregard                                   |
| 10-2: Loud & clear              | 10-31: Paperwork                                   |
| 10-4: Affirmative               | 10-35: Confidential Information                    |
| 10-5: Relay transmission        | 10-43: No Traffic/No update<br>available right now |
| 10-6: Busy                      | 10-45: Meet me/Out with:                           |
| 10-7: Out of Service            | 10-46: Any Traffic/ Provide<br>Update              |
| 10-8: In service/ Start of duty | 10-51: Use Caution                                 |
| 10-9: Repeat                    | 10-90: Security Officer needs<br>assistance        |
| 10-12: Stand By                 | 10-97: Arrived at scene                            |
| 10-14: Escort Request/Detail    | 10-98: Finished last assignment                    |
| 10-19: Return to or enroute to  |                                                    |
| 10-20: Location                 |                                                    |
| 10-21: Telephone                |                                                    |

### INCIDENT CODES

- |                                                |                                                  |
|------------------------------------------------|--------------------------------------------------|
| 1: Bomb threat                                 | 417e: Employee threatening/stand<br>by requested |
| 2: Urgent                                      | 417g: Subject threatening with a<br>gun          |
| 3: Emergency                                   | 417k: Subject with a knife                       |
| 4: All clear; no assistance<br>needed          | 509: Traffic control<br>point/detail             |
| 5: Surveillance                                | 647: Suspicious person                           |
| 7: Lunch                                       | 647v: Suspicious vehicle                         |
| 9: Dignitary on property                       | 647p: Unattended package                         |
| 20: Security check                             | 900: Welfare check                               |
| 100: Break                                     | 927: Report of unknown trouble                   |
| 105: Special detail                            | 927s: Report of smoke                            |
| 239: Fight in progress                         | 927g: Report of gas odor                         |
| 311: Indecent exposure/<br>urinating in public | 999: Security officer needs<br>help              |
| 390: Drunk subject                             |                                                  |
| 417: Subject threatening: no<br>weapons seen   |                                                  |
| 417a: Report of active shooter @:              |                                                  |

### PHONETIC ALPHABET

- |           |           |            |           |         |
|-----------|-----------|------------|-----------|---------|
| A-Adam    | G-George  | M-Mike     | S-Sam     | Z-Zebra |
| B-Bravo   | H-Henry   | N-November | T-Tom     |         |
| C-Charlie | I-India   | O-Ocean    | U-Union   |         |
| D-David   | J-John    | P-Paul     | V-Victor  |         |
| E-Edward  | K-King    | Q-Quebec   | W-William |         |
| F-Frank   | L-Lincoln | R-Robert   | Y-Young   |         |



### DISPOSITION CODES

- #1: Report Taken
- #2: Gone On Arrival (GOA); No further action needed.
- #3: Information Unfounded
- #4: Msg Delivered; Detail Completed
- #5: False Alarm
- #6: Referred to other Agency- PD, Fire, EMS

The disposition codes will be used to communicate status of a reported incident.

- The Security Officer taking disposition will be responsible for broadcasting the disposition of the incident being handled.
- Security Officer giving disposition code for incident will always give a "Code 4" to confirm incident has been stabilized; then will give the disposition code for the incident.
- Supporting/Back-up Security Officer(s) will transmit that they acknowledge and go back in service.

### EXAMPLE

PSO 1: "ADAM 1 SAM, ADAM 3, 10-46?"

PSO 3: "ADAM 3, Code 4, 927G, #3"

PSO 2: "ADAM 2, 10-4, 10-8."

PSO 4: "ADAM 4, 10-4, 10-8."

*(Adam 3, reported situation was stabilized. It was a report of gas odor and it was unfounded. Adam 2 & 4, acting as back-up Security Officers, cleared they copied and went back into service.)*

### USAGE

There are assigned, five (5) separate supervisors to cover multiple locations.

The Numeric/Alpha identifier will be used as follows:

- They will be listed supervisors "Adam, Bravo, Charlie, D-David, & E-Edward" as identified in the Phonetic Alphabet.
- The Security Officers working for each supervisor will carry a numeric call sign in sequence with their assignment. Ex. "ADAM-2, 3, 4 etc." "BRAVO-2, 3, 4, etc."
- Supervisors will be identified with alpha identifier assigned, with #1 and the Phonetic "S-Sam" suffix, to indicate their being a supervisor.

### EXAMPLE:

"ADAM" - Translates to Supervisor covering all locations listed under "A" locations.

"BRAVO 1 SAM" - Translates to Supervisor covering all locations listed under "B" locations.

"ADAM" - The call sign of the next Security Officer assigned to "ADAM-1Sam".

"BRAVO-2" - The call sign of the next Security Officer assigned to "Bravo-1 Sam".



- When clearing on the radio the Security Officer sending will identify themselves first and clear for the responding Security Officer unit to acknowledge.
- The responding Security Officer will acknowledge in sequence and transmit using the 10-Code or other radio codes where applicable.

**EXAMPLE**

PSO 1: "ADAM 1 SAM, ALPHA 2"

PSO 2: "ADAM 2"

PSO 1: 10-35; 10-21 (*Confidential traffic; call me on the phone*)

PSO 2: 10-4 (*Acknowledged – end of transmission*)

**Code 900; Welfare Check -**

- Any time a Code 900- Security Officer Welfare Check is broadcasted, the response from the Security Officer WILL BE, the Security Officer's call sign, "Code-4" & time.

**EXAMPLE:**

PSO 1: "ADAM-1 SAM, CODE 900?"

PSO 2: "ADAM-1 SAM, Code-4, 1456 (time of response).

- If another response is given, Security Officers will respond to the last known location of the Security Officer and insure they are okay.
- Supervisor will be notified, immediately if an Security Officer fails to respond or responds incorrectly and a welfare search has been commenced.
- Any Security Officer, including a supervisor or investigative or command staff can initiate a Code 900: Welfare Check.

**10-CODE 10-90: Security Officer needs assistance –**

- The 10-CODE 10-90 – Call for backup assistance is broadcasted
- Initiating Security Officer gives Unit/location & reason for call, if possible.
  - If not possible, give location only!
  - First Security Officer acknowledging; immediately clear for Unit & advise you are enroute;
- Back up Security Officer will clear when they arrive & give update.
- Supervisor will monitor traffic but will not come up on air unless needed.
- Initiating Security Officer or Back-up will advise of status as soon as possible; if a period of time passes with no information, supervisor will broadcast for "10-46."
- Back-up or Initiating Security Officer will advise of status. Other Security Officers will hold traffic until a "Code-4" is broadcast. Do not keep repeating for status update. *Keep the air open.*
- Initiating Office will clear call by giving Incident Code and Disposition Code.
- Supervisor will acknowledge the clearance call and follow-up with Security Officers for reporting information.



**EXAMPLE**

PSO 2: "ADAM 2, WEST GATE 10-90!"

PSO 3: "ADAM 3 10-19!"

PSO 3: "ADAM 3, 10-97; 390 refusing to leave. 10-12."

PSO 3: "ADAM 3, Code 4, Subject leaving."

PSO 2: "ADAM 2, 390, #2."

PSO 3: "ADAM 3 10-8."

PSO Supervisor: "10-4; 10-19, 10-45"

**EMERGENCY TRAFFIC**

999 Call -

If a Security Officer initiates a "999" call:

- All Security Officers will stay off the air!
- Do not clear over the top of each other!
- Security Officer initiating, give as clear a location transmission as possible.
- Continue broadcasting until acknowledged by responding Security Officers.
- Supervisor will respond to scene to secure it, insure the condition of the Security Officer and that the emergency is contained or controlled.
- Follow discipline outlined for 10-90 call.





## 11. BOMB & TERRORIST THREATS

Bomb threats have become an increasingly more common occurrence in American Society. Threats to the government can and do occur for many reasons. Protective Services Security Officers must be cognizant of the threat and their reaction to it must be confident.

Security Officers are the first line of defense to ensure such devices do not enter the building. Watching the parking area, being alert to suspicious vehicles and or persons is also important as well as patrolling the building and property making note of anything that is out of the ordinary.

Bomb threats are just that, a threat, until evidence is discovered that will change it to a reality. Every threat must be taken seriously. Threats are an excellent way to disrupt the productivity of the work- place with no actual risk to life or property. When a threat is received, it will set in motion a process to determine the following:

1. The viability of the threat.
2. The necessity of an evacuation.

Upon notification a bomb threat via the telephone, Protective Services Security Officers will immediately notify their supervisor.

The individual receiving the call will be asked to acquire any and all pertinent information. Quickly determine if a time has been indicated for the explosion. (Use Emergency Action Plan Information.)

The Protective Services Director, or designee in his/her absence, will use all information available to determine if a full or partial evacuation of the building is necessary, or if no evacuation is needed.

*Responding police and/or fire departments will rarely search a building where a threat has been received. They will respond however, if a suspicious package is located.*

### THE SEARCH

The Protective Services Director may have the Security Officers search the stairwells, garage and public areas. Personnel will search the basement and mechanical rooms. If a specific area has been indicated, Security Officers concentrate on that area.

Whenever possible, two individuals will search an area. The room will be divided into four levels and searched as follows. If there are two searchers, they will go around the room in opposite directions.

- Level 1: Floor to waist
- Level 2: Waist to chin
- Level 3: Chin to ceiling
- Level 4: False ceiling



Each search party will report their findings to their supervisor. This information will be reported as soon as the search is complete and will be used in determining evacuation plans.

#### EVACUATION

If it is determined that an area of the building needs to be evacuated, Protective Service Security Officers will respond to that area and have all personnel leave the building, taking their personal effects with them. Should a general evacuation be warranted, the fire alarm will be sounded and everyone will evacuate according to the fire emergency plan.

#### RESPONSE TEAM

When the law enforcement emergency response team arrives, Protective Service Security Officers will describe what they have found and the location. The law enforcement response team will then be in charge and their instructions followed. Protective Service Security Officers will escort the law enforcement emergency response team to the area if it is a secured area. Once the threat has been removed or determined to be a hoax, employees and visitors will be allowed to re-enter the building.

#### REPORT

The Protective Services Security Officer assigned, will all information and complete an incident report.

#### HELPFUL GENERAL INFORMATION FOR SUSPICIOUS ITEMS

Ways to identify suspicious items:

1. Letters or packages with no return address
2. Handwritten or poorly typed address
3. Misspelling of common words
4. Restrictive markings such as "personal" or "confidential" which are not part of your regular mail.
5. Excessive weight for the size of the package and/or the feel of a powdery or wet substance.
6. Unattended items

Should any of these warning clues exist, or in the event you have opened an item which contains some type of communication indicating you have come in contact with any toxin or other agent, do the following:

1. Put the item down, do not throw it away or discard it
2. Do not touch the item again and warn others to stay away and not touch the item.



3. Call for a supervisor or, if an immediate threat exists, law enforcement.
4. Do nothing else, stay where you are and await a supervisor or law enforcement officer.

**Most Likely Victims:**

1. Mail Center employees
2. Receptionists/ Admin Assistants
3. Security staff
4. Custodial staff
5. Management Staff/ Directors

**CHEMICAL & BIOLOGICAL TOXINS**

Chemical or biological toxins are agents and are considered to be extremely dangerous to the human body, the introduction of which could be fatal. These toxins can be introduced into the court environment in any number of ways. These include, but are not limited to, packages, mailed or left in a public area, or introduction via the air or water systems. Toxins may come in any form, solid, liquid, vapor or gas. There are just too many types of compounds, agents and toxins to list by name and an identifying description of each form would be too extensive and impossible to remember. The greatest assistance in this matter will come from trained professionals. Timely response, notifications and actions are the key elements in reducing risk to occupants of the facility.

**Report of a Chemical or Biological Threat -**

Upon receipt of a threat or information regarding the introduction of ANY TYPE of dangerous or harmful toxin, the following must be completed immediately:

1. Security Officers will notify their supervisor. They will determine the facts of the incident and determine the next steps to be taken. If a supervisor or LEO cannot be reached, the lead Security Officer will make the decisions/notifications.
2. A supervisor will direct the Security Officers to contact the Fire Department using 9-1-1. Security Officers will describe the incident, location and any relevant information to the Fire Department. A team consisting of the Fire Department, Police Department and the FBI will respond.
3. The Protective Services Director will then immediately contact the following:
  - a. DES Director
  - b. DES Inspector General
  - c. DES Facilities Manager
  - d. Other relevant personnel as directed by the Director and Inspector General
  - e. Local law enforcement for traffic control. They will remain on the exterior of the building preventing additional contamination to outside agencies.
4. The building Facilities Manager will brief HVAC personnel. They will decide if or when all air handlers, fans, heating and air conditioning in the building must be shut down or halted.
5. Protective Services Security Officers will set up a command/information post at the 1st floor security station or another strategic location if 1st floor security station is not safe.



6. Particular attention will be given to dealing with the following departments and agencies:
  - a. Police and Fire Departments
  - b. Public Affairs (to control media)
7. Depending on the scope of the emergency, all or part of the DES Building may be closed to the public and/or employees. Security Officers will secure the building, department or floor, using whatever assets are necessary. In the event an entire wing or whole floor needs to be secured:
  - a. Emergency stairwells will be electronically locked and card readers will be locked out.
  - b. A designated floor monitor on each floor will be assigned to stairway doors to prevent entry or exit.
  - c. All exterior entry doors will be secured, either electronically or by placing a floor monitor at them in order to keep inappropriate people out of the building.
8. After conferring with the Fire and Police Departments, the Director or his designated representative will determine:
  - a. If evacuation of the building is necessary
  - b. The extent of the evacuation and/or the length of time the building will be vacated
  - c. If it is a mandatory evacuation, all personnel will be required to leave the premises.

#### Response -

Protective Services Security Officers on the scene will:

1. Secure the immediate area.
2. Will not let anyone in or out of the affected area.
3. Identify all persons that have come in contact with the suspicious item and all persons in the affected area. (Fire Department will want to interview all of them).
4. Secure the suspicious item for evaluation and/or evidence.
5. If powder is evident, have all persons in the area cover their mouth and nose with a cloth, paper towel, handkerchief or tissue.
6. Relocate all to the nearest appropriate area where you can keep track of everyone involved.



**Responding Emergency Units -**

Once on scene, the law enforcement or fire department emergency response team will assume complete control of the incident, directing courts personnel and others on the scene in what must be done. Cooperation by all personnel is required.

Protective Services Security Officers on the scene will meet with the Fire Department personnel and brief them and update facts that have been uncovered. Follow directions of the Fire Department's official in charge.

The Fire Department will contact any other agencies they determine can best identify, handle and control the situation. Other agencies may include Medical, HAZMAT and/or

**Terrorist Alert System -**

The National Terrorism Advisory System, or NTAS, replaced the color-coded Homeland Security Advisory System (HSAS) in 2011. The advisories codes are either Elevated or Imminent. Visit [www.dhs.gov](http://www.dhs.gov) for additional information.

Security Officers must be aware of the threat level and consider it when deciding when notifications should be made. When on Level Four and Five, all events may become more urgent.

The following incidents require immediate attention:

1. An attack on a public building in the United States
2. Any terrorist incident in the United States or Mexico
3. Any declaration of war, or outbreak of war or invasion by any countries
4. A major incident or terrorist attack anywhere which may trigger similar incidents. (Incidents involving Arab/Israeli attacks are excepted unless they expand to other areas).
5. If you are unsure about the incident, make notifications.



## 12. PARKING VIOLATION LOG

The use of the log is meant to provide a safe and secure parking environment for all persons using DES parking properties, first thru education and when necessary thru advisement. The parking violation log is maintained at the security desk.

### Common Violations Found -

1. Parking in an area designated for motorcycles only
2. Parking in a loading zone/dock
3. Parking in an area not designated as a parking space
4. Unauthorized parking in a space reserved for handicapped
5. Unauthorized parking in a reserved parking space
6. Parking on a pedestrian path or sidewalk
7. Parking in a Rideshare space without decal/placard
8. Parking in any area of State property closed to traffic
9. Not displaying Parking Placard
10. Obstruction of a building entrance, driveway, fire lane or a legally parked vehicle
11. Parking outside of parking stall lines
12. Failure to obey posted parking sign(s)
13. Employee with out-of-state registration

### Enforcement Guidelines -

1. Protective Services Security Officers will patrol the parking areas of DES Property.
2. When one of the listed violations is discovered, the Security Officer will do the following:
  - Check with the front desk to see if the license plate has been reported within the last 30 days.
  - If there is no prior information for the prior 30 day period, the Security Officer will note the license and vehicle information in the Parking Warning Advisory Log & take a picture to be forwarded to the Supervisor. The Security Officer will note the contact and time in the Daily Security Log and forward it to the Supervisor.
  - If there is a prior incident logged involving the same plate within the last 30 days, the Security Officer will take a photo of the violation and vehicle & issue a Parking Warning/Advisory notice. The Security Officer will complete the Parking/Warning Advisory Log and input the violation information and prior information into their Daily Security Log and forward this to the Supervisor along with the attached photo.
  - If there is a prior incident involving the same plate that is more than 30 days old, the Security Officer will proceed as outlined in "2." above.
  - If there are prior incidents involving the same plate or vehicle that are both more than and less than 30 days old, the Security Officer will proceed as outlined in "3." above.

**Special Protocols -**

1. Dignitary vehicles will not be issued a DES Parking Advisory/Warning sticker.
  - a. Security Officers will provide assistance to dignitary drivers and their passengers.
  - b. Security Officers will notify their supervisor of the dignitary contact.
  - c. Security Officers will document the contact in their Daily Security Log and forward this to their supervisor.
2. Fire, Police & EMS or Medical Transport/Handicapped Units will not be issued a DES Parking Advisory/Warning sticker.
  - a. Security Officers will provide assistance to the drivers and their passengers.
  - b. Security Officers will notify their supervisor of the contact.
  - c. Security Officers will document the contact in their Daily Security Log and forward this to their supervisor.
3. Any time a PSO contacts a vehicle where there is potential for contact becoming a significant issue, the PSO will contact the supervisor before taking enforcement action.

**Daily Operation of Log -**

1. Fill in log each a Security Officer issues a Parking Warning/Advisory.
2. Each Security Officer issuing the Advisory is responsible for completing this log.
3. Make additional sheets to cover a one month period.
4. Replace a new log at the end of each month.
5. Forward the prior month's log to the supervisor for filing.

**INCIDENT REPORTS**

An incident report will be completed by PSOs when any crime, injury, accident or damaged property is reported to have taken place on DES property. An incident report will also be completed if any DES property is reported lost or damaged at any other location. Incident reports will be prepared for any activity as directed by a supervisor.

## Christopher Luebkin

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**From:** Maya, Autumn <AMaya@azdes.gov>  
**Sent:** Tuesday, February 21, 2017 12:15 PM  
**To:** Christopher Luebkin  
**Subject:** FW: Firearms record book

**From:** Foldesh, William, (Bill)  
**Sent:** Tuesday, February 21, 2017 9:03 AM  
**To:** Maya, Autumn <AMaya@azdes.gov>  
**Subject:** RE: Firearms record book

Autumn-

That book does not sound familiar. I gave you all of the training records for our current officers. The training records for former officers are in their POST file that is maintained in the ACJIS room located in the IA office.

I am not sure where to look for that record book that Bill is talking about. If Chris has any questions I will be glad to speak with him.

Bill

**From:** Maya, Autumn  
**Sent:** Tuesday, February 21, 2017 8:32 AM  
**To:** Foldesh, William, (Bill) <wfoldesh@azdes.gov>  
**Subject:** Firearms record book

Hi Bill,

Bill Schantz said that while he was the training coordinator here at DES till December of 2014 that he maintained a record book of all the firearms qualification scores. I was wondering if you have that book and if you by any chance continued using that record book. I'm only asking because Chris Luebkin with DPS has been tasked with auditing our training records and Schantz told him about the book so he is now asking me for it.

Let me know.

Thanks

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## Christopher Luebkin

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**From:** Christopher Luebkin  
**Sent:** Monday, March 13, 2017 12:48 PM  
**To:** Doucet, Dale  
**Cc:** Azbill, Terence, Terry); Contreras, Carlos; Young, Dennis  
**Subject:** Re: Pre Audit Fact Finding Meeting

Hello Dale,

The audit is coming to a close, and my report will be submitted to Deputy Director Silbert very soon. The only documents that I still need are any pre-audit training records, if available. Terry Azbill told me that he has been working on that. Do you know if Terry has had any luck with that.

Otherwise, any documents that I have requested have either already been provided to me, or I have been advised that they don't exist.

Autumn Maya has already sent the most current training records from last month.

Thank you for the offer for a pre-audit meeting, but the audit has been underway since November, and is essentially completed. I do not require any additional meetings to submit my findings. Therefore I would not be available to meet on March 17 as requested.

Please let me know if you or Terry are able to send me any training records dating prior to November, 2016.

Thank you. Be well and be safe.

Chris Luebkin, Inspector  
Arizona State Troopers  
Office of the Director

[CLuebkin@azdps.gov](mailto:CLuebkin@azdps.gov)

Sent from my iPhone

On Mar 13, 2017, at 12:32, Doucet, Dale <[DDoucet@azdes.gov](mailto:DDoucet@azdes.gov)> wrote:

Inspector Luebkin,

Reference your "DES Firearms Program Audit Summary" report dated March 2, 2017, we would like to meet for a pre audit fact finding meeting to discuss documents that had been provided upon your request, additional documents that may be of interest for your audit, and answer any questions you may have.

We are available to meet Friday March 17, 2017, between 0900 and 1100. Please let me know if your schedule allows your availability to meet and I'll send a meeting request to those who will be in attendance.

Thanks,

Dale Doucet, Interim Assistant Chief  
Arizona Department of Economic Security  
Office of Inspector General  
1789 W. Jefferson Street  
Phoenix, AZ 85007  
4th Floor SE



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## Christopher Luebkin

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**From:** Azbill, Terence, (Terry) <TAzbill@azdes.gov>  
**Sent:** Wednesday, March 08, 2017 1:13 PM  
**To:** Christopher Luebkin  
**Cc:** Young, Dennis  
**Subject:** RE: Current/Old Policies

Chris,

I'm gathering as much information as possible. I will keep you updated.

Terry Azbill

Sent from my Verizon 4G LTE smartphone

----- Original message -----

**From:** Christopher Luebkin <CLuebkin@AZDPS.GOV>  
**Date:** 3/8/17 11:56 (GMT-07:00)  
**To:** "Azbill, Terence, (Terry)" <TAzbill@azdes.gov>, "Young, Dennis" <DYoung2@azdes.gov>  
**Subject:** RE: Current/Old Policies

Terry,

This is exactly what I've been looking for. Thank you so much!

Any luck with the training records we discussed?

Thanks again,

Chris

**Chris Luebkin, Inspector**  
Arizona State Troopers  
Office of the Director

CLuebkin@azdps.gov

**From:** Azbill, Terence, (Terry) [mailto:TAzbill@azdes.gov]  
**Sent:** Tuesday, March 07, 2017 4:30 PM  
**To:** Young, Dennis <DYoung2@azdes.gov>; Christopher Luebkin <CLuebkin@AZDPS.GOV>  
**Subject:** FW: Current/Old Policies

Dennis and Chris,

I am resending this email. My mistake, I sent the first time to the wrong email for Chris.

Terence Azbill  
Chief Law Enforcement Officer  
Office of Inspector General  
Arizona Department of Economic Security  
1789 W. Jefferson St.  
Phoenix, AZ 85007

[TAzbill@azdes.gov](mailto:TAzbill@azdes.gov)



**From:** Azbill, Terence, (Terry)  
**Sent:** Tuesday, March 07, 2017 3:10 PM  
**To:** Young, Dennis <[DYoung2@azdes.gov](mailto:DYoung2@azdes.gov)>; [cluebkin@azdes.gov](mailto:cluebkin@azdes.gov)  
**Subject:** FW: Current/Old Policies

Dennis and Chris,

Per your request, attached are copies of policies/standards that were in effect for AZ DES OIG from 8/2015. The date is listed on each policy/standard. The updated draft 2017 policies/standards have been send to Interlm Inspector General Dennis Young for review and approval.

Terence Azbill

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## Christopher Luebkin

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**From:** Christopher Luebkin  
**Sent:** Friday, December 09, 2016 12:44 PM  
**To:** Doucet, Dale; Maya, Autumn  
**Cc:** Contreras, Carlos; Dennis Young  
**Subject:** Re: Firearms Audit

Hi Autumn,

I hope this email finds you well. I look forward to meeting you in person soon, as Dale Doucet speaks very highly of you. Some of the information that I need for the audit is listed below:

- List of all security personnel, regardless of rank or position, for the past 18 months. Please include titles, rank, and contact information
- Training records for all security personnel for the past 18 months
- Please include training records for all DES personnel authorized or known to carry a firearm while on duty at DES facilities, or away from DES facilities, but on DES business. This would include any time that a DES employee was on-the-clock, including lunch breaks, etc., regardless of position or rank
- AZPOST firearms certifications for all sworn security personnel
- Firearms qualification scores - current and historical
- Firearms training rosters for the past 18 months
- Firearms, tactical, and use-of-force lesson plans
- Firearms & use-of-force policies
- Training policies
- List of firearms, tactical, & use-of-force instructors and documentation of their certifications - AZPOST and any others
- Ammunition sign out sheets / records of rounds expended in training for the past 18 months
- Service ammunition sign out sheets for the past 18 months
- Firearms inventory listing which weapons were issued to which employees

Dale mentioned that Carlos Contreras has a chart detailing where all of the security personnel are stationed throughout the state. Would it be possible for you to get a copy of this chart from Carlos to include with the above listed items? Also, do you know if this chart includes all sworn and non-sworn security staff, as well as contract security?

Thank you so much for your help! Please feel free to contact me by email, or at the mobile number listed below.

Have a great weekend and be safe!

Chris

Chris Luebkin, Inspector  
Arizona State Troopers  
Special Operations Unit

[CLuebkin@azdps.gov](mailto:CLuebkin@azdps.gov)

---

**From:** Maya, Autumn <[amaya@azdes.gov](mailto:amaya@azdes.gov)>  
**Sent:** Thursday, December 8, 2016 14:20  
**Subject:** Re: Firearms Audit



Department of Economic Security  
Office of Special Investigations  
Firearms Qualification Record

To be completed by student: (Please print)

Student Name: DEANUS YOUNG Badge/ID#: DPS  
 Student Signature: [Signature] Date: 2/1/2017  
 Training: (Circle) Class Open Range Skill Building Firearms Qualification  
 Firearms Instructor: W. Sabant Badge/ID#: _____  
 Instructor Agency (if other than DES) AZ DPS

Weapon #	Make	Model	Serial #	Caliber	Use
1	Sig	P.226	4 788 604	40	Duty
2					
3					
4					

Meets Standards Weapon: 1  2  3  4   
(First attempt only)  
 Meets Standards Weapon: 1  2  3  4   
(Second attempt)  
 Meets Standards Weapon: 1  2  3  4   
(Third attempt)  
 Retrained to Meet Standards:  (After remedial training) Supervisor notified of performance plan:   
 Enrollment in Skill Building Class:   
 Did Not Meet Standards:  (Light Duty Status) Supervisor notified of performance plan:   
 Enrollment in Skill Building Class:   
 Student Signature: _____ Date: _____

Course of fire: DQ - Day Qualification; NQ - Night Qualification; SB - Skill Building; JDG - Judgement

Location of Training	Course	Weapon(s) #
Bea Army OPS	DQ	1
	NG	1
	Judge me. JDC	P



Department of Economic Security  
Office of Special Investigations  
Firearms Qualification Record

To be completed by student: (Please print)

Student Name: TERENCE AZBILI Badge/ID#: _____  
 Student Signature: [Signature] Date: 2-1-17  
 Training: (Circle) Class Open Range Skill Building **Firearms Qualification**  
 Firearms Instructor: W. Schantz Badge/ID#: _____  
 Instructor Agency (if other than DES) Az. OPS-

Weapon #	Make	Model	Serial #	Caliber	Use
1	FN	FN59M	GKU 0109020	9m	DUTY
2	GLOCK	M-35	X2P 471	40	DUTY
3					
4					

Meets Standards Weapon: 1  2  3  4   
 (First attempt only)  
 Meets Standards Weapon: 1  2  3  4   
 (Second attempt)  
 Meets Standards Weapon: 1  2  3  4   
 (Third attempt)  
 Retrained to Meet Standards:  (After remedial training) Supervisor notified of performance plan:   
 Enrollment in Skill Building Class:   
 Did Not Meet Standards:  (Light Duty Status) Supervisor notified of performance plan:   
 Enrollment in Skill Building Class:   
 Student Signature: _____ Date: _____

Course of fire: DQ – Day Qualification; NQ – Night Qualification; SB – Skill Building; JDG – Judgement

Location of Training	Course	Weapon(s) #
<u>BEN AVERY OPS</u>	<u>DQ</u>	<u>1, 2</u>
<u>" "</u>	<u>NQ</u>	<u>1, 2</u>
<u>" "</u>	<u>JUDGEMENT</u>	<u>P</u>



Department of Economic Security  
Office of Special Investigations  
Firearms Qualification Record

To be completed by student: (Please print)

Student Name: AUTUMN MAYA Badge/ID#: _____  
 Student Signature: [Signature] Date: 2/1/12  
 Training: (Circle) Class  Open Range  Skill Building  Firearms Qualification   
 Firearms Instructor: W. Schantz Badge/ID#: _____  
 Instructor Agency (if other than DES) AZ DPS

Weapon #	Make	Model	Serial #	Caliber	Use
1	Gaucha	17	BBV0994	9MM	Duty
2					
3					
4					

Meets Standards Weapon: 1  2  3  4   
(First attempt only)  
 Meets Standards Weapon: 1  2  3  4   
(Second attempt)  
 Meets Standards Weapon: 1  2  3  4   
(Third attempt)  
 Retrained to Meet Standards:  (After remedial training) Supervisor notified of performance plan:   
 Enrollment in Skill Building Class:   
 Did Not Meet Standards:  (Light Duty Status) Supervisor notified of performance plan:   
 Enrollment in Skill Building Class:   
 Student Signature: _____ Date: _____

Course of fire: DQ - Day Qualification; NQ - Night Qualification; SB - Skill Building; JDG - Judgement

Location of Training	Course	Weapon(s) #
<u>Ben Avery DPS</u>	<u>DQ</u>	<u>1</u>
<u>11</u>	<u>NQ</u>	<u>1</u>
<u>11</u>	<u>Judgemental</u>	<u>0</u>





Department of Economic Security  
Office of Special Investigations  
Firearms Qualification Record

To be completed by student: (Please print)

Student Name: PAUL CUELLAR Badge/ID#: _____  
 Student Signature: [Signature] Date: 2/1/17  
 Training: (Circle) Class Open Range Skill Building **Firearms Qualification**  
 Firearms Instructor: W. Schantz Badge/ID#: _____  
 Instructor Agency (if other than DES): AZ DPS

Weapon #	Make	Model	Serial #	Caliber	Use
1	Glock	19	RBWW 907	9mm	Duty
2	<del>Glock</del>	<del>19</del>			
3					
4					

Meets Standards Weapon: 1  2  3  4   
 (First attempt only)  
 Meets Standards Weapon: 1  2  3  4   
 (Second attempt)  
 Meets Standards Weapon: 1  2  3  4   
 (Third attempt)  
 Retrained to Meet Standards:  (After remedial training) Supervisor notified of performance plan:   
 Enrollment in Skill Building Class:   
 Did Not Meet Standards:  (Light Duty Status) Supervisor notified of performance plan:   
 Enrollment in Skill Building Class:   
 Student Signature: _____ Date: _____

Course of fire: DQ - Day Qualification; NQ - Night Qualification; SB - Skill Building; JG - Judgment

Location of Training	Course	Weapon(s) #
Ben Avery - DPS	DQ	1
	NQ	1
	Judgmental	P



Department of Economic Security  
Office of Special Investigations  
Firearms Qualification Record

To be completed by student: (Please print)

Student Name: TIM TRUETT Badge/ID#: _____  
 Student Signature: [Signature] Date: 02/01/17  
 Training: (Circle) Class Open Range Skill Building Firearms Qualification  
 Firearms Instructor: W. Schantz Badge/ID#: _____  
 Instructor Agency (if other than DES) A2 DPS

Weapon #	Make	Model	Serial #	Caliber	Use
1	S&W	M&P40C	HPN 0801	40"	DUTY
2					
3					
4					

Meets Standards Weapon: 1  2  3  4   
 (First attempt only)  
 Meets Standards Weapon: 1  2  3  4   
 (Second attempt)  
 Meets Standards Weapon: 1  2  3  4   
 (Third attempt)  
 Retrained to Meet Standards:  (After remedial training) Supervisor notified of performance plan:   
 Enrollment in Skill Building Class:   
 Did Not Meet Standards:  (Light Duty Status) Supervisor notified of performance plan:   
 Enrollment in Skill Building Class:   
 Student Signature: _____ Date: _____

Course of fire: DQ - Day Qualification; NQ - Night Qualification; SB - Skill Building; JDG - Judgement

Location of Training	Course	Weapon(s) #
<u>Ben Avery OPS-RANGE</u>	<u>DQ</u>	<u>1</u>
<u>" " "</u>	<u>NQ</u>	<u>1</u>
<u>" " "</u>	<u>Judgemental</u>	<u>P</u>



Department of Economic Security  
Office of Special Investigations  
Firearms Qualification Record

To be completed by student: (Please print)

Student Name: JON OLNEY Badge/ID#: _____

Student Signature: [Signature] Date: 2/1/17

Training: (Circle) Class  Open Range  Skill Building  Firearms Qualification

Firearms Instructor: WA SCHANTZ Badge/ID#: _____

Instructor Agency (if other than DES): AS OPS

Weapon #	Make	Model	Serial #	Caliber	Use
1	Glock	27	TAC 561	40	DUTY
2	Glock	19	BCHV 872	9mm	DUTY
3	SW	642	CJA 6157	38	DUTY
4					

Meets Standards Weapon: 1  2  3  4   
(First attempt only)

Meets Standards Weapon: 1  2  3  4   
(Second attempt)

Meets Standards Weapon: 1  2  3  4   
(Third attempt)

Retrained to Meet Standards:  (After remedial training) Supervisor notified of performance plan:   
Enrollment in Skill Building Class:

Did Not Meet Standards:  (Light Duty Status) Supervisor notified of performance plan:   
Enrollment in Skill Building Class:

Student Signature: _____ Date: _____

Course of fire: DQ - Day Qualification; NQ - Night Qualification; SB - Skill Building; JDE - Judgment

Location of Training	Course	Weapon(s) #
<u>Ben Avery OPS</u>	<u>DQ</u>	<u>1, 2</u>
<u>" "</u>	<u>NQ</u>	<u>1-2</u>
<u>" "</u>	<u>Judgmental</u>	<u>P</u>



Department of Economic Security  
Office of Special Investigations  
Firearms Qualification Record

To be completed by student: (Please print)

Student Name: CHARLES (DOC) DEWBAT Badge/ID#: _____

Student Signature: [Signature] Date: 02-01-17

Training: (Circle) Class    Open Range    Skill Building    Firearms Qualification

Firearms Instructor: W. SCHMIDT Badge/ID#: _____

Instructor Agency (if other than DES) AZ OPS

Weapon #	Make	Model	Serial #	Caliber	Use
1	S&W	MP40C	HPN 0798	6/0	DUTY
2	GLOCK	4TU 933	GLK M-27	40	DUTY
3					
4					

Meets Standards Weapon: 1  2  3  4   
(First attempt only)

Meets Standards Weapon: 1  2  3  4   
(Second attempt)

Meets Standards Weapon: 1  2  3  4   
(Third attempt)

Retrained to Meet Standards:  (After remedial training)    Supervisor notified of performance plan:   
Enrollment in Skill Building Class:

Did Not Meet Standards:  (Light Duty Status)    Supervisor notified of performance plan:   
Enrollment in Skill Building Class:

Student Signature: _____ Date: _____

Course of fire: DD - Day Qualification; NQ - Night Qualification; SB - Skill Building; JDG - Judgement

Location of Training	Course	Weapon(s) #
<u>BEN AVEY OPS</u>	<u>DD</u>	<u>1 + 2</u>
	<u>NQ</u>	<u>1 + 2</u>
	<u>Judgemental</u>	<u>P</u>



Department of Economic Security  
Office of Special Investigations  
Firearms Qualification Record

To be completed by student: (Please print)

Student Name: REYNOLDS NESTO Badge/ID#: _____

Student Signature: [Signature] Date: 2/12/2017

Training: (Circle) Class    Open Range    Skill Building    Firearms Qualification

Firearms Instructor: W. SCHANTZ Badge/ID#: _____

Instructor Agency (if other than DES) AZ OPS

Weapon #	Make	Model	Serial #	Caliber	Use
1	GLOCK	19	RLDB632	9mm	DUTY
2					
3					
4					

Meets Standards Weapon: 1  2  3  4   
(First attempt only)

Meets Standards Weapon: 1  2  3  4   
(Second attempt)

Meets Standards Weapon: 1  2  3  4   
(Third attempt)

Retrained to Meet Standards:  (After remedial training)    Supervisor notified of performance plan:   
Enrollment in Skill Building Class:

Did Not Meet Standards:  (Light Duty Status)    Supervisor notified of performance plan:   
Enrollment in Skill Building Class:

Student Signature: _____ Date: _____

Course of fire: DQ - Day Qualification; NQ - Night Qualification; SB - Skill Building; JG - Judgement

Location of Training	Course	Weapon(s) #
<u>Ben Avery - OPS</u>	<u>DQ</u>	<u>1</u>
	<u>NQ</u>	<u>1</u>
	<u>JUDGEMENTAL</u>	<u>P</u>



Department of Economic Security  
Office of Special Investigations  
Firearms Qualification Record

To be completed by student: (Please print)

Student Name: Mark Roberts Badge/ID#: _____

Student Signature: [Signature] Date: 2/2/2017

Training: (Circle) Class    Open Range    Skill Building    Firearms Qualification

Firearms Instructor: W. Schantz Badge/ID#: _____

Instructor Agency (if other than DES) AZ DPS

Weapon #	Make	Model	Serial #	Caliber	Use
1	Glock	19	BDGS 832	9mm	Duty
2					
3					
4					

Meets Standards Weapon: 1  2  3  4   
(First attempt only)

Meets Standards Weapon: 1  2  3  4   
(Second attempt)

Meets Standards Weapon: 1  2  3  4   
(Third attempt)

Retrained to Meet Standards:  (After remedial training)    Supervisor notified of performance plan:   
Enrollment in Skill Building Class:

Did Not Meet Standards:  (Light Duty Status)    Supervisor notified of performance plan:   
Enrollment in Skill Building Class:

Student Signature: _____ Date: _____

Course of fire: DQ – Day Qualification; NQ – Night Qualification; SB – Skill Building; JDG – Judgement

Location of Training	Course	Weapon(s) #
<u>Ben Arroyo - DPS</u>	<u>DQ</u>	<u>1</u>
<u>"</u>	<u>NQ</u>	<u>1</u>
<u>"</u>	<u>Judgemental</u>	<u>1</u>



Department of Economic Security  
Office of Special Investigations  
Firearms Qualification Record

To be completed by student: (Please print)

Student Name: KRISTOPHER BABROS Badge/ID#: _____

Student Signature: [Signature] Date: 2/2/17

Training: (Circle) Class . Open Range Skill Building **Firearms Qualification**

Firearms Instructor: W. Schantz Badge/ID#: _____

Instructor Agency (if other than DES) A2 DPS

Weapon #	Make	Model	Serial #	Caliber	Use
1	SW	M&P 40	MPN0487	.40	ISSUED
2	GLOCK	27	613D404	.40	Personal
3					
4					

Meets Standards Weapon: 1  2  3  4   
(First attempt only)

Meets Standards Weapon: 1  2  3  4   
(Second attempt)

Meets Standards Weapon: 1  2  3  4   
(Third attempt)

Retrained to Meet Standards:  (After remedial training) Supervisor notified of performance plan:

Enrollment in Skill Building Class:

Did Not Meet Standards:  (Light Duty Status) Supervisor notified of performance plan:

Enrollment in Skill Building Class:

Student Signature: _____ Date: _____

Course of fire: DQ - Day Qualification; NQ - Night Qualification; SB - Skill Building; JQG - Judgement

Location of Training	Course	Weapon(s) #
<u>Ben Avery - DPS</u>	<u>DQ</u>	<u>1, 2</u>
	<u>NQ</u>	<u>1, 2</u>
	<u>Judgemental</u>	<u>1, 2</u>



Department of Economic Security  
Office of Special Investigations  
Firearms Qualification Record

To be completed by student: (Please print)

Student Name: DALE DOUCET Badge/ID#: _____

Student Signature: [Signature] Date: 0203-2017

Training: (Circle) Class    Open Range    Skill Building    Firearms Qualification

Firearms Instructor: W. SOHANTZ Badge/ID#: _____

Instructor Agency (if other than DES) AZ DPS

Weapon #	Make	Model	Serial #	Caliber	Use
1	STW	MP40	HPN 0489	.40	DUTY
2					
3					
4					

Meets Standards Weapon: 1  2  3  4   
(First attempt only)

Meets Standards Weapon: 1  2  3  4   
(Second attempt)

Meets Standards Weapon: 1  2  3  4   
(Third attempt)

Retrained to Meet Standards:  (After remedial training) Supervisor notified of performance plan:

Did Not Meet Standards:  (Light Duty Status) Supervisor notified of performance plan:

Enrollment in Skill Building Class:

Enrollment in Skill Building Class:

Student Signature: _____ Date: _____

Course of fire: DQ – Day Qualification; NQ – Night Qualification; SB – Skill Building; JDS – Judgement

Location of Training	Course	Weapon(s) #
<u>Ben Avery - DPS</u>	<u>DQ</u>	<u>1</u>
	<u>NQ</u>	<u>1</u>
	<u>Judgement 101</u>	<u>P</u>



# VES AMMO

## PRACTICE

## SERVICE

DATE	OFFICER	39	9m	40	38	9m	40
2-1-17	D. Young			50			
2-1-17	T. ABILL	50		5			
2-1-17	J. O'NEy	50		19	52		46
2-1-17	T. TRUETT			60	17		31
2-1-17	P. CUELLAR	50					31
2-1-17	A. MAYA	50			49		
2-1-17	C. DIMBART			199			
2-2-17	M. ROBERTS	54					62
2-2-17	R. NETO	54			46		
2-2-17	C. BABROS			100	46		
2-8-17	D. Doucet			69			50
							31

Total Ammo owed to

DPS

308 497 17 238 251

W. Schmitt  
2-8-17

Department Of Public Safety  
Firearms Repair Log

DES-

DATE	RECEIVED FROM	WEAPON & SERIAL NUMBER	REPAIR DESCRIPTION	BY (BADGE)
2/1/17		SAW M&P 9M GMU 0109020	Clean + Inspect	9446
2/1/17		Glock M-85-40 KZP 771	C+I	9446
2/1/17		SAW M&P 40 C HPN 0790	C+I	9446
2/1/17		Glock 27 RTU 983	C+I	9446
2/1/17		SAW M&P 40 C HPN 0801	C+I	9446
2/1/17		SAW 242-38 CIA 6157	C+I	9446
2/1/17		Glock 27-40 TAC 561	C+I	9446
2/1/17		Glock 19 9M BCHV 872	C+I	9446
2/1/17		Glock 19 9M BQW 907	C+I	9446
2/1/17		Glock 17 9M BQU 994	C+I	9446
2/2/17		Glock 19 9M BQD 632	C+I	9446
2/2/17		Glock 19 9M BQGS 832	C+I	9446
2/2/17		Glock 27 40 BPO 404	C+I	9446
2/2/17		SAW M&P 40 C HPN 0787	C+I	9446
2/2/17		SAW M&P 40 C HPN 0489	C+I	9446

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PROTECTIVE SERVICES OFFICER TRAINING 2017 CALENDAR

AZ POST ANNUAL AUDIT REPORT (TRAINING)

PROTECTIVE SERVICES OFFICER TRAINING SCORES

CONTINUING EDUCATION TRAINING REPORT

FIREARM TRAINING REPORT

FIREARM TRAINING FORMS

TRAINING VERIFICATION FORM

PROTECTIVE SERVICES OFFICER SKILLS EXAM

DEFENSIVE TACTICS PRACTICAL EXAM

TRAINER & COURSE EVALUATION

PROTECTIVE SERVICES OFFICER POST ORDERS

USE OF FORCE CRITICAL INCIDENT FORM



**CLASS: 2017-01**  
**Office of the Inspector General**  
**Protective Services Administration**  
**Protective Services Officer Supervisor**



**COURSE CALENDAR**

**Coordinator:**  
 Darryl Rivers (602) 542-3334

**Begin:** February 6, 2017  
**End:** February 10, 2017

**WEEK 1**

MONDAY 6-Feb-2017	TUESDAY 7-Feb-2017	WEDNESDAY 8-Feb-2017	THURSDAY 9-Feb-2017	FRIDAY 10-Feb-2017
0800-1200 <b>Protective Officer Authority Responsibility &amp; Purpose</b> PSA Conference Rm.  4.0 <u>4.0/6.0</u>	0800-1000 <b>Unusual Incident Report (UIR)</b> PSA Conference Rm.  2.0 <u>2.0/2.0</u>  PSA-Sgt. Mark Roberts	0800-1000 <b>Intro. To Criminal Law</b> PSA Conference Rm.  1.0 <u>1.0/4.0</u>	0900-1200 <b>Use of Force Firearms</b> Decisional Shoot Bcn Avery 4044 W. Black Canyon  3.0 <u>8.0/8.0</u>	
OIG-Protective Services Darryl Rivers	PSA- Lt. Rey Nejo	PSA- Lt. Rey Nejo	OIG-Protective Services Lt. Rey Nejo	
1200-1300 Lunch	1200-1300 Lunch	1200-1300 Lunch	1200-1300 Lunch	1200-1300 Lunch
1300-1500 <b>Protective Officer Authority Responsibility &amp; Purpose</b> Continued  2.0 <u>6.0/6.0</u>	1300-1600 <b>Use of Force Defensive Tactics</b> TBA  3.0 <u>3.0/8.0</u>	1300-1500 <b>Powers of Arrest &amp; Search and Seizure</b> PSA Conference Room  2.0 <u>4.0/4.0</u>	1300-1600 <b>PSO Standards &amp; Review</b> PSA Conference Rm.  4.0 <u>4.0/4.0</u>	
OIG-Protective Services	OIG-Protective Services Darryl Rivers	PSA- Lt. Rey Nejo	OIG-Protective Services Lt. Rey Nejo	
1500-1730 <b>Best Practices When Dealing With Difficult People</b> Escalation & de-escalation PSA Conference Rm.  2.5 <u>2.5/2.5</u>	1600-1700 <b>Use of Force Handcuffing</b> TBA  1.0 <u>4.0/8.0</u>	1500-1600 <b>Use of Force Firearms Safety</b>  1.0 <u>5.0/8.0</u>		
OIG-Protective Services Darryl Rivers	OIG-Protective Services Darryl Rivers	OIG-Protective Services Lt. Rey Nejo	OIG-Protective Services Lt. Rey Nejo	



**CLASS: 2017-02**  
**Office of the Inspector General**  
**Protective Services Administration**



**COURSE CALENDAR**

**Coordinator:**  
 Darryl Rivers (602) 542-3334

**Begin:** February 13, 2017  
**End:** February 17, 2017

**WEEK 1**

<b>MONDAY</b> 13-Feb-2017	<b>TUESDAY</b> 14-Feb-2017	<b>WEDNESDAY</b> 15-Feb-2017	<b>THURSDAY</b> 16-Feb-2017	<b>FRIDAY</b> 17-Feb-2017
0800-1200 Protective Officer Authority Responsibility & Purpose PSA Conference Rm. 4.0	0800-1200 Intro to Criminal Law Civil Liability PSA Conference Rm. 2.0 PSA- Lt. Rey Nejo	0900-1100 Unusual Incident Report (UIR) PSA Conference Rm. 2.0	0900-1200 Use of Force Firearms Decisional Shoot Ben Avery 4044 W. Black Canyon 3.0	0800-1200 PSO Standards & Review PSA Conference Rm. 4.0
OIG-Protective Services Darryl Rivers	OIG-Protective Services Lt. Rey Nejo	OIG-Protective Services Sgt. Mark Roberts	OIG-Protective Services Darryl Rivers	OIG-Protective Services Lt. Rey Nejo
1200-1300 Lunch	1200-1300 Lunch	1200-1300 Lunch	1200-1300 Lunch	1200-1300 Lunch
1300-1500 Protective Officer Authority Responsibility & Purpose Continued 2.0	1300-1500 Report Writing Critical Incident Report PSA Conference Rm. 2.0	1300-1600 Use of Force Defensive Tactics TBD 3.0	1300-1700 Active Shooter TBD 4.0	1300-1500 PSO Standards & Review PSA Conference Rm. Continued 2.0
PSA-D. Rivers	OIG-Protective Services Lt. Rey Nejo	OIG-Protective Services Darryl Rivers	OIG-Protective Services Darryl Rivers	OIG-Protective Services Lt. Rey Nejo
1500-1730 Best Practices When Dealing With Difficult People PSA Conference Rm. 2.5	1500-1600 Use of Force Firearms Safety PSA Conference Rm. 1.0	1600-1700 Use of Force Handcuffing TBD 1.0		1500-1700 Scenarios & Debrief PSA Conference Rm. 2.0
OIG-Protective Services Darryl Rivers	OIG-Protective Services Lt. Rey Nejo	OIG-Protective Services Darryl Rivers	OIG-Protective Services Darryl Rivers	OIG-Protective Services Darryl Rivers

**Office of Inspector General** Protective  
Services Administration

Date: 2/27/2017

EIN #	Student Name	Skills Exam	Defensive Tactics Practical	Firearms Qualification	Judgment Shoot	Class #	Hours of Instruction
	King, Gregory	95.00%	P	235	P	2017-02	40
	Robinson (Reynolds), Marcia	90.00%	P	230	P	2017-02	40
	Gonzales, Vicente	100.00%	P	215	P	2017-02	40
	Jordan, Terrence	90.00%	P	215	P	2017-02	40
	Candelario, Gerardo	100.00%	P	225	P	2017-02	40
	Coburn, Stephen	100.00%	P	225	P	2017-02	40
	LaBounty, Gary	100.00%	P	220	P	2017-02	40
	Speck, Michael	90.00%	P	230	P	2017-02	40
	Johnson, James	100.00%	P	215	P	2017-02	40
	Badilla, Sergio	95.00%	P	220	P	2017-02	40
	Flores, Daniel		P	215	P	2017-01	40
	Turner, Charles		P	220	P	2017-01	40
	Robertson, Warren		P	245	P	2017-01	40
	Duncan-Turner, Tamika		P	240	P	2017-01	40
	Thompson, Tommy		P	215	P	2017-01	40
<b>Average Grade/Scores</b>		<b>96%</b>	<b>P</b>	<b>224</b>	<b>P</b>		



## Arizona Peace Officer Standards and Training Board

2643 East University Drive Phoenix, Arizona 85034-6914 Phone (602) 223-2514 Fax (602) 244-0477

### ANNUAL AUDIT REPORT (TRAINING)

This report is a compilation of findings of the Peace Officer Minimum Standards Compliance inspection of the **Arizona Department of Economic Security - OSI** held on February 24, 2017. This inspection will only focus on compliance for annual required training of current personnel through calendar year 2016.

Arizona Administrative Code R13-4-111 through R13-4-113, describes the requirements for Continuing, Proficiency and Firearms training for certified peace officers and R13-4-105, identifies the minimum standards for appointment as a peace officer, as established by the Arizona Peace Officer Standards and Training Board. Agency training/personnel files were examined to determine compliance with these standards. The category checked below indicates results of this inspection:

**COMPLIANCE.** It is with great pleasure that I inform you that there were no deficiencies noted during the inspection process. I would like to commend you and your staff for doing an exceptional job in complying with AZPOST Standards and in record maintenance.

**NONCOMPLIANCE.** The minor deficiencies found were a result of; insufficient documentation; insufficient training. Those standards where the inspection reflected deficiencies are identified in the attached Training Audit checklist. All deficiencies must be addressed within; *Firearms Qualification & Judgment Shoot* corrected within **thirty (30) days** of receipt of this inspection report, *Continuing & Proficiency* corrected within **sixty (60) days** of receipt of this inspection report. It is the responsibility of the agency to provide AZ P.O.S.T. with documentation supporting the correction of the deficiencies.

Please accept my personal thanks for the hospitality and assistance extended during the inspection of your agency. If you have any questions about this inspection report, or if I can be of any assistance to your agency, you may contact me at (602) 774-9367. If I am not available, you may contact Ms. Marie Dryer, Basic Training and Certification Administrator at extension (602)774-9371.

Report completed by: Cindy Sawyer, Training Compliance Specialist.

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses			
<b>Azbill, Terrance</b>			Administration	Chief	65:50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	4:00	36		
AZ POST Shoot	Firearms	Firearms Qualification	PPD-ALEA	4/5/2016	4/11/2016 - 4/11/2016	4:00	38		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	4:00	193		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	4:00	196		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	4:00	44		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	4:00	194		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	4:00	195		
CIT Overview	Not Listed	Continuing Training	Flagstaff	7/14/2016	7/14/2016 - 7/14/2016	3:50	185		
Contemporary Issues in Use of Force & Body Cam	Use Of Force	Continuing Training	U of A Stadium Club	2/17/2017	2/17/2017 - 2/17/2017	8:00	187		
International Narcotics Interdiction Association	Narcotics	Continuing Training	AZ HIDTA	2/6/2015	5/3/2016 - 5/4/2016	16:00	186		
* Smith & Wesson M&P Armorer Program-M&P Pist	Firearms	Other	Not Listed	2/7/2017	2/7/2017 - 2/7/2017	4:00	190		
* Smith & Wesson M&P Armorer Program-Shield Pis	Firearms	Other	Not Listed	2/7/2017	2/7/2017 - 2/7/2017	4:00	189		
Street Medicine	First Responders	Proficiency Training	AZ Attorney General's Office	5/11/2016	5/11/2016 - 5/11/2016	4:00	74		
<b>Total Class Hours:</b>	<b>65.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>65.50</b>		
In-Service Hrs:	30:00	CALEA Hrs:	0:00	State Approved Hrs:	57:50	Dept Required Hrs:	30:00	State Required Hrs:	30:00

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses		
<b>Babros, Kristopher</b>			Special Investigatio	Sergeant	1:16:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Advanced Undercover Techniques & Survival	Undercover Techniques	Continuing Training	Phoenix, AZ	1/12/2015	1/12/2015 - 1/16/2015	36:00	113	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	1/23/2015	9/4/2015 - 9/4/2015	2:00	99	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	3/18/2015	9/4/2015 - 9/4/2015	2:00	99	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	9/4/2015	9/4/2015 - 9/4/2015	2:00	99	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	2:00	30	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/2/2017	2/1/2017 - 2/3/2017	4:00	193	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	1/23/2015	9/12/2016 - 9/12/2016	2:00	41	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	10/28/2016	10/28/2016 - 10/28/2016	2:00	98	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/2/2017	2/1/2017 - 2/3/2017	4:00	194	
				3/18/2015	9/12/2016 - 9/12/2016	2:00	31	



# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		Trk No.
<b>Babros, Kristopher</b>			Special Investigatio	Sergeant	116:50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	2:00	45		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/2/2017	2/1/2017 - 2/3/2017	2:00	195		
Basic Surveillance Techniques	Surveillance	Continuing Training	AZ HIDTA	3/27/2015	8/28/2015 - 8/28/2015	2:00	77		
Cell Phone Investigative Approach & App	Investigations - Cell Phone	Continuing Training	Mesa, Arizona	3/30/2015	3/30/2015 - 3/30/2015	4:00	102		
Condensed Search and Seizure	Search & Seizure	Continuing Training	Mesa, Arizona	4/1/2015	4/1/2015 - 4/1/2015	5:00	107		
Covert/Undercover Equipment	Undercover Techniques	Continuing Training	Mesa, Arizona	3/30/2015	3/30/2015 - 4/2/2015	1:50	100		
Informant/Source of Info. Mgmt./Control Buys	Informants	Continuing Training	Mesa, Arizona	3/13/2015	3/13/2015 - 3/13/2015	2:00	112		
Knock and Talk Investigations	Investigations - General	Continuing Training	Mesa, Arizona	3/31/2015	3/31/2015 - 3/31/2015	2:00	103		
Operations Plans and Bio Sheets	General Orders	Continuing Training	Mesa, Arizona	4/1/2015	4/1/2015 - 4/1/2015	2:00	109		
Plain Clothes Officer Safety	Officer Safety	Continuing Training	AZ HIDTA	3/27/2015	8/28/2015 - 8/28/2015	2:00	78		
Red Flags	Narcotics	Continuing Training	HIDTA Training Center	5/3/2016	5/3/2016 - 5/4/2016	16:00	92		
Scouting	Surveillance	Continuing Training	Mesa, Arizona	4/1/2015	4/1/2015 - 4/1/2015	2:00	108		
SIU-Undercover Concealed Carry	Firearms	Proficiency Training	Mesa, Arizona	4/2/2015	4/2/2015 - 4/2/2015	3:00	110		
Surveillance	Surveillance	Continuing Training	Mesa, Arizona	3/31/2015	3/31/2015 - 3/31/2015	5:00	105		
Tactical Medic	First Responders	Continuing Training	Mesa, Arizona	3/31/2015	3/31/2015 - 3/31/2015	1:00	106		
Undercover Operations	Undercover Techniques	Continuing Training	Mesa, Arizona	3/30/2015	3/30/2015 - 3/30/2015	3:00	101		
Undercover Rescure-Single Veh. Config	Undercover Techniques	Continuing Training	Mesa, Arizona	3/31/2015	3/31/2015 - 3/31/2015	4:00	104		
<b>Total Class Hours:</b>	<b>126:50</b>	<b>Total Overtime Hours:</b>	<b>0:00</b>	<b>Total Other Hours:</b>	<b>0:00</b>	<b>Total Training Hours:</b>	<b>116:50</b>		
In-Service Hrs:	29:00	CALEA Hrs:	0:00	State Approved Hrs:	80:50	Dept Required Hrs:	26:00	State Required Hrs:	26:00

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		Trk No.
<b>Buhrow, Lauren</b>			Special Operations	Assistant Chief	20:00	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	8/26/2016	8/28/2016 - 8/28/2016	4:00	37		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	9/22/2016	9/22/2016 - 9/22/2016	4:00	24		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	2:00	41		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	2:00	31		
Five Levels of Leadership	Management	Continuing Training	DES-OIG	9/14/2016	9/14/2016 - 9/14/2016	8:00	97		

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		Trk No.
<b>Buhrow, Lauren</b>			Special Operations	Assistant Chief	20:00	\$0.00			
Name Of Training		Type Of Training	Category	Location	Attended	Training Dates			
<b>Total Class Hours: 24.00</b>		<b>Total Overtime Hours: 0.00</b>	<b>Total Other Hours: 0.00</b>		<b>Total Training Hours: 20:00</b>				
In-Service Hrs: 12:00	CALEA Hrs: 0:00	State Approved Hrs: 20:00	Dept Required Hrs: 12:00	State Required Hrs: 12:00					

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		Trk No.
<b>Contreras, Carlos</b>			Protective Services	Sergeant	139:00	\$0.00			
Name Of Training		Type Of Training	Category	Location	Attended	Training Dates			
<b>Total Class Hours: 139.00</b>		<b>Total Overtime Hours: 0.00</b>	<b>Total Other Hours: 0.00</b>		<b>Total Training Hours: 139:00</b>				
In-Service Hrs: 34:00	CALEA Hrs: 0:00	State Approved Hrs: 132:00	Dept Required Hrs: 48:00	State Required Hrs: 60:00					

Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2015 AOT-Mental Health Awareness	Mental Health	Other	Not Listed	7/1/2015	7/1/2015	4:00	163
2015 AOT-Mental Health Awareness & DALF	Mental Health	Other	Not Listed	6/23/2015	6/23/2015 - 6/23/2015	4:00	150
2015 Defensive Tactics	Defense Tactics	PSO New Hire	Not Listed	8/26/2015	8/26/2015 - 8/26/2015	16:00	146
Arizona Biosecurity Workshop	Terrorism / WMD	Other	Arizona State University Sky Song	11/4/2016	11/4/2016 - 11/4/2016	7:00	143
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	5/11/2015	5/11/2015 - 5/11/2015	4:00	164
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	6/22/2015	6/22/2015	2:00	172
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	PPD-ALEA	4/11/2016	4/11/2016 - 4/11/2016	4:00	38
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	5/8/2015	5/8/2015 - 5/8/2015	2:00	147
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	PPD-ALEA	6/2/2015	6/2/2015	2:00	165
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	4/1/2016	4/1/2016 - 4/1/2016	4:00	33
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	6/22/2015	6/22/2015	2:00	171
Determining Acceptable Levels of Force (AOT 201	Use Of Force	Continuing Training	Not Listed	4/19/2016	4/19/2016 - 4/19/2016	4:00	34
FBI WMD Directorate's	WMD	Other	Phoenix, AZ	6/23/2015	6/23/2015 - 6/23/2015	4:00	149
Firearms Reality Based Training	Firearms	Proficiency Training	Ben Avery	9/20/2016	9/20/2016 - 9/20/2016	8:00	162
IED Counterterrorism Workshop	Terrorism / WMD	Other	Not Listed	5/8/2015	5/8/2015 - 5/8/2015	4:00	148
Natl' Improvised Explosives Familiarization	WMD	Continuing Training	FBI-Phoenix	11/23/2015	11/23/2015 - 11/23/2015	6:00	145
Street Medicine	First Responders	Proficiency Training	AZ Attorney General's Office	12/8/2016	12/8/2016 - 12/8/2016	8:00	142
Terrorism Liaison Officer Training Program	Terrorism / WMD	Other	ACTIC	5/11/2016	5/11/2016 - 5/11/2016	4:00	74
* Weapons of Mass Destruction Workshop	WMD	Advanced Officer Trai	Federal Bureau of Investigations	7/18/2016	7/18/2016 - 7/22/2016	40:00	144
				9/20/2016	9/20/2016 - 9/20/2020	8:00	17

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses		
<b>Corey, James</b>			Special Investigatio	Assistant Chief	45:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
2015 Legal Updates	Legal Updates	Continuing Training	DES Training Center	12/18/2015	12/18/2015 - 12/18/2015	2:00	93	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	3/19/2015	3/19/2015	2:00	167	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	9/11/2015	9/11/2015 - 9/11/2015	2:00	151	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4:00	30	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	6/2/2015	6/2/2015	2:00	165	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	4/5/2016	4/5/2016 - 4/5/2016	4:00	46	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	3/19/2015	3/19/2015	2:00	168	
Civilian Response to Active Shooter Events	Active Shooter	Continuing Training	Tucson Police Department	2/4/2016	2/4/2016 - 2/4/2016	4:00	45	
Identification Procedures	Investigations - Identity	Continuing Training	2015 LE Pow Wow-Flagstaff	3/23/2015	3/23/2015 - 3/23/2015	4:00	96	
Inclusive Leadership	Management	Continuing Training	2015 LE Pow Wow-Flagstaff	7/16/2015	7/16/2015 - 7/16/2015	1:75	95	
Red Flags	Narcotics	Continuing Training	HIDTA Training Center	7/16/2015	7/16/2015 - 7/16/2015	1:75	94	
				5/3/2016	5/3/2016 - 5/4/2016	16:00	92	
<b>Total Class Hours:</b>		<b>45.50</b>	<b>Total Overtime Hours:</b>		<b>0.00</b>	<b>Total Other Hours:</b>		<b>0.00</b>
<b>In-Service Hrs:</b>		<b>16:00</b>	<b>CALEA Hrs:</b>		<b>0:00</b>	<b>State Approved Hrs:</b>		<b>45:50</b>
			<b>Dept Required Hrs:</b>		<b>20:00</b>	<b>State Required Hrs:</b>		<b>20:00</b>
						<b>Total Training Hours:</b>	<b>45:50</b>	

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses		
<b>Cuellar, Paul</b>			Special Investigatio	Sergeant	50:00	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
* AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	10/26/2016	10/26/2016 - 10/26/2016	4:00	16	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	4:00	193	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	AZ DPS	12/21/2016	12/21/2016 - 12/21/2016	2:00	184	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	4:00	194	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	2:00	195	
Basic Tactics	Defense Tactics	Proficiency Training	ALEA	3/28/2016	3/28/2016 - 3/31/2016	32:00	91	
Self Practice Range Time	Firearms	Other	Ben Avery	11/21/2016	10/28/2016 - 10/28/2016	1:00	29	
Self Practice Range Time	Firearms	Other	Ben Avery	12/1/2016	10/28/2016 - 10/28/2016	1:00	29	
<b>Total Class Hours:</b>		<b>50.00</b>	<b>Total Overtime Hours:</b>		<b>0.00</b>	<b>Total Other Hours:</b>		<b>0.00</b>
<b>In-Service Hrs:</b>		<b>48:00</b>	<b>CALEA Hrs:</b>		<b>0:00</b>	<b>State Approved Hrs:</b>		<b>48:00</b>
			<b>Dept Required Hrs:</b>		<b>48:00</b>	<b>State Required Hrs:</b>		<b>48:00</b>
						<b>Total Training Hours:</b>	<b>50:00</b>	

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses			
<b>Dimbat, Charles</b>			Special Operations	Sergeant	61:50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	3/19/2015	3/19/2015	2:00	187		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	9/4/2015	9/4/2015 - 9/4/2015	2:00	99		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4:00	30		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	4:00	193		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	6/2/2015	6/2/2015	2:00	165		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	4/5/2016	4/5/2016 - 4/5/2016	4:00	46		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	4:00	194		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	3/19/2015	3/19/2015	2:00	168		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4:00	45		
Basic Surveillance Techniques	Surveillance	Continuing Training	AZ HIDTA	2/1/2017	2/1/2017 - 2/3/2017	2:00	195		
Below 100 Incentive	Officer Safety	Continuing Training	Phoenix, AZ	8/28/2015	8/28/2015 - 8/28/2015	2:00	77		
DES Annual Security Training	Department Policies	Other	DES Training Center	5/13/2015	5/13/2015 - 5/13/2015	4:00	85		
DES Annual Security Training	Department Policies	Other	DES Training Center	1/12/2015	1/13/2016 - 1/13/2016	1:00	80		
DES Hazard Communication	Department Policies	Other	DES Training Center	1/4/2016	1/13/2016 - 1/13/2016	1:00	80		
Fair Labor Standards Act	Department Policies	Other	DES Training Center	4/14/2015	4/14/2015 - 4/14/2015	1:00	86		
Fair Labor Standards Act	Department Policies	Other	DES Training Center	7/16/2015	7/20/2015 - 7/20/2015	0:50	81		
Jurisdictional Mine Field of Indian Country	Tribal Laws	Advanced Officer Trai	HIDTA Training Center	10/16/2015	7/20/2015 - 7/20/2015	0:50	81		
Lean Process & DOT Game	Department Policies	Other	DES Training Center	5/18/2016	6/7/2016 - 6/7/2016	8:00	21		
Plain Clothes Officer Safety	Officer Safety	Continuing Training	AZ HIDTA	4/22/2016	3/30/2016 - 3/30/2016	4:00	79		
Street Medicine	First Responders	Proficiency Training	AZ Attorney General's Office	8/28/2015	8/28/2015 - 8/28/2015	2:00	78		
What You Do Matters	Cultural Diversity	Continuing Training	Scottsdale PD Training CENTER	5/11/2016	5/11/2016 - 5/11/2016	4:00	74		
<b>Total Class Hours:</b>	<b>61.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>61.50</b>		
In-Service Hrs:	30:00	CALEA Hrs:	0:00	State Approved Hrs:	60:50	Dept Required Hrs:	41:00	State Required Hrs:	34:00

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses		
<b>Doucet, Dale</b>			Internal Affairs	Sergeant	68:00	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	9/11/2015	9/11/2015 - 9/11/2015	2:00	151	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4:00	30	

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training		
<b>Doucet, Dale</b>			Internal Affairs	Sergeant	68:00	\$0.00	Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/3/2017	2/1/2017 - 2/3/2017	4:00	193		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	12/15/2015	12/15/2015	1:00	169		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	4/5/2016	4/5/2016 - 4/5/2016	4:00	46		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/3/2017	2/1/2017 - 2/3/2017	4:00	194		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	AZ DPS	11/2/2015	11/2/2015	2:00	170		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4:00	45		
Five Levels of Leadership	Management	Continuing Training	Ben Avery	2/3/2017	2/1/2017 - 2/3/2017	2:00	195		
Law Enforcement in Indian Country 2016	Tribal Laws	Continuing Training	DES-OIG	9/14/2016	9/14/2016 - 9/14/2016	3:00	97		
Sovereign Citizen Extremists	Terrorism / WMD	Continuing Training	DES-OIG	7/1/2016	7/1/2016 - 7/1/2016	4:00	153		
Street Medicine	First Responders	Proficiency Training	DES-OIG	11/18/2015	11/18/2015 - 11/18/2015	4:00	152		
Stronger Together	Miscellaneous	Continuing Training	AZ Attorney General's Office	5/11/2016	5/11/2016 - 5/11/2016	4:00	74		
Successful Use of Online Social Networking Crim	Social Media	Continuing Training	HIDTA Training Center	9/29/2016	9/29/2016 - 9/29/2016	5:00	154		
			AZ HIDTA	2/1/2017	2/1/2017 - 2/2/2017	16:00	192		
<b>Total Class Hours:</b>	<b>68.00</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>68:00</b>		
In-Service Hrs:	25:00	CALEA Hrs:	0:00	State Approved Hrs:	68:00	Dept Required Hrs:	31:00	State Required Hrs:	60:00

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training	
<b>Foldesh, Bill</b>			Special Operations	Sergeant	55:25	\$0.00	Hours	Trk No.
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	6/19/2015	6/22/2015	2:00	172	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	6/22/2015	6/22/2015 - 6/22/2015	2:00	181	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	9/3/2015	9/4/2015 - 9/4/2015	2:00	99	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	4:00	36	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	2:00	36	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	6/19/2015	6/19/2015	2:00	173	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	4:00	44	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	6/19/2015	6/22/2015	2:00	171	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	6/22/2015	6/22/2015 - 6/22/2015	2:00	182	
Basic Surveillance Techniques	Surveillance	Continuing Training	Ben Avery	4/19/2016	4/19/2016 - 4/19/2016	4:00	34	
			AZ HIDTA	8/28/2015	8/28/2015 - 8/28/2015	2:00	77	

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses		
<b>Foldesh, Bill</b>			Special Operations	Sergeant	55:25	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
DES Annual Security Training	Department Policies	Other	DES-OIG	1/2/2015	1/2/2015 - 1/2/2015	1:00	83	
DES Annual Security Training	Department Policies	Other	DES Training Center	1/13/2016	1/13/2016 - 1/13/2016	1:00	80	
DES Initial Security Training	Department Policies	Other	DES Training Center	4/17/2015	4/17/2015 - 4/17/2015	2:00	82	
Fair Labor Standards Act	Department Policies	Other	DES Training Center	7/20/2015	7/20/2015 - 7/20/2015	0:50	81	
Law Enforcement CPR-Digital Media	First Aid/CPR	Continuing Training	DES-OIG	9/21/2015	9/21/2015 - 9/21/2015	1:50	75	
Law Enforcement Resilience	Mental Health	Continuing Training	Mesa, Arizona	3/30/2016	5/5/2016 - 5/5/2016	7:75	73	
Lean Process & DOT Game	Department Policies	Other	DES Training Center	3/30/2016	3/30/2016 - 3/30/2016	4:00	79	
Plain Clothes Officer Safety	Officer Safety	Continuing Training	AZ HIDTA	8/28/2015	8/28/2015 - 8/28/2015	2:00	78	
Street Medicine	First Responders	Proficiency Training	AZ Attorney General's Office	5/11/2016	5/11/2016 - 5/11/2016	4:00	74	
What You Do Matters	Cultural Diversity	Continuing Training	Scottsdale PD Training CENTER	9/8/2015	9/8/2015 - 9/8/2015	3:50	76	
<b>Total Class Hours:</b>		<b>57.25</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>55:25</b>
In-Service Hrs: 26:00		CALEA Hrs: 0:00	State Approved Hrs: 53:75	Dept Required Hrs: 38:00	State Required Hrs: 30:00			

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses		
<b>Howe, Lynn</b>			Special Investigatio	Sergeant	37:00	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	8/26/2016	8/26/2016 - 8/26/2016	4:00	37	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	4:00	41	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	4:00	31	
Law Enforcement In Indian Country 2016	Tribal Laws	Continuing Training	DES-OIG	9/28/2016	7/1/2016 - 7/1/2016	4:00	153	
Stronger Together	Miscellaneous	Continuing Training	HIDTA Training Center	9/29/2016	9/29/2016 - 9/29/2016	5:00	154	
Successful Use of Online Social Networking Crim	Social Media	Continuing Training	AZ HIDTA	2/1/2017	2/1/2017 - 2/2/2017	16:00	192	
<b>Total Class Hours:</b>		<b>37.00</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>37:00</b>
In-Service Hrs: 12:00		CALEA Hrs: 0:00	State Approved Hrs: 37:00	Dept Required Hrs: 12:00	State Required Hrs: 37:00			

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses		
<b>Loftus, Charles</b>			Administration	Chief	36:00	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	6/22/2015	6/22/2015	2:00	172	
AZ POST Shoot	Firearms	Firearms Qualification	PPD-ALEA	4/11/2016	4/11/2016 - 4/11/2016	4:00	38	

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses		
<b>Loftus, Charles</b>			Administration	Chief	36:00	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	11/18/2016	11/18/2016 - 11/18/2016	4:00	26	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	PPD-ALEA	4/1/2016	4/1/2016 - 4/1/2016	4:00	33	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	4/2/2016	4/2/2016 - 4/2/2016	4:00	39	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	6/22/2015	6/22/2015	2:00	171	
* Cop-Biker Relationships	Gangs	Advanced Officer Trai	Laughlin, Nevada	4/19/2016	4/19/2016 - 4/19/2016	4:00	34	
Jurisdictional Mine Field of Indian Country	Tribal Laws	Advanced Officer Trai	HIDTA Training Center	9/16/2016	9/16/2016 - 9/16/2016	2:00	13	
Legal Update for Administrators	Legal Updates	Advanced Officer Trai	Laughlin, Nevada	6/7/2016	6/7/2016 - 6/7/2016	8:00	21	
San Bernardino Active Shooter	Active Shooter	Advanced Officer Trai	Laughlin, Nevada	9/15/2016	9/15/2016 - 9/15/2016	2:00	20	
				9/14/2016	9/14/2016 - 9/14/2016	0:00	19	
<b>Total Class Hours:</b>		<b>38.00</b>	<b>Total Overtime Hours:</b>		<b>0.00</b>	<b>Total Other Hours:</b>		<b>0.00</b>
<b>In-Service Hrs:</b>		<b>14:00</b>	<b>CALEA Hrs:</b>		<b>0:00</b>	<b>State Approved Hrs:</b>		<b>36:00</b>
			<b>Dept Required Hrs:</b>		<b>24:00</b>	<b>State Required Hrs:</b>		<b>26:00</b>
						<b>Total Training Hours:</b>	<b>36.00</b>	

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses		
<b>Nejo, Reynolds</b>			Protective Services	Lieutenant	71:00	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
* Anti-Terrorism Law Enforcement Training	Terrorism / WMD	Other	Mesa Police Academy	10/25/2016	10/25/2016 - 10/25/2016	8:00	18	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	7/29/2016	7/29/2016 - 7/29/2016	4:00	23	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/2/2017	2/1/2017 - 2/3/2017	4:00	193	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	2:00	41	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/2/2017	2/1/2017 - 2/3/2017	4:00	194	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	2:00	31	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/2/2017	2/1/2017 - 2/3/2017	2:00	195	
Family and Medical Leave Act	Department Policies	Other	DES Training Center	6/12/2015	6/12/2015 - 6/12/2015	0:50	90	
Indian Country Law Enforcement Training	Tribal Laws	Continuing Training	AZ DPS	11/8/2016	11/8/2016 - 11/9/2016	16:00	87	
Intelligence Analyst Supervisor Course	Supervisor Development	Other	Sheraton Grand at Wild Horse Pass	4/3/2017	4/3/2017 - 4/7/2017	24:00	183	
Preventing Inappropriate Behavior	Department Policies	Other	DES Training Center	6/17/2015	6/17/2015 - 6/17/2015	0:50	88	
Supervisor Technical Training	Department Policies	Other	DES Training Center	9/27/2012	9/27/2012 - 9/27/2012	4:00	89	
<b>Total Class Hours:</b>		<b>75.00</b>	<b>Total Overtime Hours:</b>		<b>0.00</b>	<b>Total Other Hours:</b>		<b>0.00</b>
<b>In-Service Hrs:</b>		<b>18:00</b>	<b>CALEA Hrs:</b>		<b>0:00</b>	<b>State Approved Hrs:</b>		<b>47:00</b>
			<b>Dept Required Hrs:</b>		<b>23:00</b>	<b>State Required Hrs:</b>		<b>26:00</b>
						<b>Total Training Hours:</b>	<b>71.00</b>	

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training		
<b>Olney, Jon</b>			Special Investigatio	Sergeant	121:00	\$0.00	Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
2015 AOT-Mental Health Awareness & DALF	Mental Health	Other	Not Listed	10/15/2015	10/15/2015 - 10/15/2015	8:00	122		
2016 Annual Trooper Training	General Orders	Other	Not Listed	8/25/2016	8/25/2016 - 8/25/2016	8:00	116		
2016 Reality Based and Judgmental Training	Firearms	Firearms Qualification	Not Listed	1/28/2016	1/28/2016 - 1/28/2016	4:00	117		
* AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	10/26/2016	10/26/2016 - 10/26/2016	4:00	16		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	4:00	193		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	AZ DPS	1/27/2016	1/27/2016 - 1/27/2016	2:00	115		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	4:00	194		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	AZ DPS	11/2/2015	11/2/2015	2:00	170		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	AZ DPS	1/27/2016	1/27/2016 - 1/27/2016	4:00	114		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	2:00	195		
Basic Tactics	Defense Tactics	Proficiency Training	ALEA	3/28/2016	3/28/2016 - 3/31/2016	32:00	91		
Beyond Interdiction-Adv. Crim. Interdiction	Investigations - General	Continuing Training	Not Listed	12/16/2015	12/16/2015 - 12/16/2015	8:00	120		
Check Your Six	Officer Safety	Other	Not Listed	11/30/2015	11/30/2015 - 11/30/2015	0:50	119		
Firearms Instructor In-Service 2016	Firearms	Proficiency Training	Not Listed	1/27/2016	1/27/2016 - 1/27/2016	16:00	118		
Intro to Financial Remedies Inv. & Pros	Investigations - Financial	Continuing Training	HIDTA Training Center	2/23/2016	2/23/2016 - 2/23/2016	8:00	123		
Money Laundering Investigations	Investigations - Financial	Continuing Training	Tempe, AZ	7/19/2016	7/19/2016 - 7/19/2016	4:00	126		
Pillars of Narcotic Enforcement	Narcotics	Continuing Training	Tempe, AZ	7/18/2016	7/18/2016 - 7/18/2016	4:00	125		
Professionalism in the Workplace	Department Policies	Other	Not Listed	10/19/2015	10/19/2015 - 10/19/2015	0:50	121		
Self Practice Range Time	Firearms	Other	Ben Avery	11/21/2016	10/28/2016 - 10/28/2016	1:00	29		
Self Practice Range Time	Firearms	Other	Ben Avery	12/1/2016	10/28/2016 - 10/28/2016	1:00	29		
Social Media	Social Media	Continuing Training	Tempe, AZ	7/19/2016	7/19/2016 - 7/19/2016	4:00	124		
<b>Total Class Hours:</b>	<b>121.00</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>121.00</b>		
In-Service Hrs:	68:00	CALEA Hrs:	0:00	State Approved Hrs:	102:00	Dept Required Hrs:	54:00	State Required Hrs:	58:00

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training	
<b>Roberts, Mark</b>			Protective Services	Sergeant	187:50	\$0.00	Hours	Trk No.
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
Anti-Terrorism Law Enforcement Training	Terrorism / WMD	Other	Mesa Police Academy	10/25/2016	10/25/2016 - 10/25/2016	8:00	18	
AZ POST Shoot	Firearms	Firearms Qualification	MCSO Buckeye Range	3/30/2015	3/30/2015 - 3/30/2015	2:00	136	
AZ POST Shoot	Firearms	Firearms Qualification	ALEA	10/14/2015	10/14/2015 - 10/14/2015	4:00	139	



# Training By Officer / Name Of Training



* - Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training	
<b>Roberts, Mark</b>			Protective Services	Sergeant	187.50	\$0.00	Hours	Trk No.
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
AZ POST Shoot	Firearms	Firearms Qualification	ALEA	10/21/2015	10/21/2015 - 10/21/2015	2.00	141	
AZ POST Shoot	Firearms	Firearms Qualification	PPD-ALEA	4/22/2016	4/22/2016 - 4/22/2016	4.00	42	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	11/18/2016	11/18/2016 - 11/18/2016	4.00	26	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/2/2017	2/1/2017 - 2/3/2017	4.00	193	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	ALEA	10/14/2015	10/14/2015 - 10/14/2015	2.00	137	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	2.00	41	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/2/2017	2/1/2017 - 2/3/2017	4.00	194	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	3/19/2015	3/19/2015	2.00	168	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	ALEA	10/14/2015	10/14/2015 - 10/14/2015	2.00	138	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	ALEA	10/21/2015	10/21/2015 - 10/21/2015	2.00	140	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	2.00	31	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/2/2017	2/1/2017 - 2/3/2017	2.00	195	
Close Quarters Crisis Mgmt. Weapons Retention	Defense Tactics	Proficiency Training	Buckeye Police Range	3/30/2015	3/30/2015 - 3/30/2015	2.00	129	
IAFCI Advanced Internet Profiling	Investigations - Financial	Continuing Training	Phoenix, AZ	10/8/2015	10/8/2015 - 10/8/2015	7.25	133	
IAFCI March 2016 Seminar	Investigations - Financial	Continuing Training	Phoenix, AZ	4/10/2016	4/10/2016 - 4/10/2016	7.25	128	
Internet Profiling & Intelligence Gathering	Intelligence	Continuing Training	N.B.AZ	10/8/2015	10/8/2015 - 10/8/2015	4.00	135	
Intro to Financial Remedies Inv. & Pros	Investigations - Financial	Continuing Training	HIDTA Training Center	2/23/2016	2/23/2016 - 2/23/2016	8.00	123	
Israel Anti-Terrorism Class	Terrorism / WMD	Continuing Training	Israel	7/6/2015	7/6/2015 - 7/22/2015	48.00	134	
NADDI 26th Annual Conference	Narcotics	Continuing Training	Orlando, Florida	11/17/2015	11/17/2015 - 11/20/2015	24.00	131	
Psych.Constructs to Critical Incident Stress	Stress Management	Continuing Training	Mesa Public Safety Training Facility	4/20/2016	4/20/2016 - 4/20/2016	7.00	127	
Qualities of a Dynamic Leader	Management	Continuing Training	AZ Attorney General's Office	3/12/2015	3/12/2015 - 3/12/2015	4.00	132	
* Tucson Corporate Security Symposium	Homeland Security	Other	Tucson	1/25/2017	1/25/2017 - 1/25/2017	6.00	191	
Understanding & Investigating the Jihad Threat	Terrorism / WMD	Continuing Training	Mesa PD	8/10/2016	8/10/2016 - 8/12/2016	24.00	130	
<b>Total Class Hours:</b>	<b>193.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>187.50</b>	
In-Service Hrs:	36.00	CALEA Hrs:	0.00	State Approved Hrs:	180.25	Dept Required Hrs:	38.00	
				State Required Hrs:	46.00			

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training	
<b>Salas, Damas</b>			Special Operations	Sergeant	109.75	\$0.00	Hours	Trk No.
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	4.00	36	

# Training By Officer / Name Of Training



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Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training		
<b>Salas, Damas</b>			Special Operations	Sergeant	109.75	\$0.00	Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
AZ POST Shoot	Firearms	Firearms Qualification	Ted's Shooting Range	5/14/2016	5/14/2016 - 5/14/2016	4:00	43		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	6/19/2015	6/19/2015	2:00	173		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	4:00	44		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	4:00	31		
* AZPOST General Instructor	Instructor Development	Other	Not Listed	10/22/2014	10/22/2014 - 10/22/2014	40:00	156		
Basic Cell Phone Tracking for First Responders	Tracking	Continuing Training	Mesa PD	3/11/2015	3/11/2015 - 3/11/2015	8:00	157		
Investigating Prescription Drug Crimes	Narcotics	Continuing Training	AZ HIDTA	9/25/2015	9/25/2015 - 9/25/2015	8:00	159		
Law Enforcement Resilience	Mental Health	Continuing Training	Mesa, Arizona	5/5/2016	5/5/2016 - 5/5/2016	7.75	73		
Public Safety Prof. Resp. Mental Illness	Mental Health	Continuing Training	Mesa PD	9/29/2015	9/29/2015 - 9/29/2015	8:00	158		
Street Medicine	First Responders	Proficiency Training	AZ Attorney General's Office	5/11/2016	5/11/2016 - 5/11/2016	4:00	74		
* TASER Training Academy	Tasers	Other	Not Listed	3/10/2015	3/10/2015 - 3/10/2015	16:00	155		
<b>Total Class Hours:</b>	<b>109.75</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>109.75</b>		
In-Service Hrs:	22:00	CALEA Hrs:	0:00	State Approved Hrs:	109.75	Dept Required Hrs:	22:00	State Required Hrs:	22:00

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training		
<b>Strabala, Cecilia</b>			Special Investigatio	Sergeant	18:00	\$0.00	Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4:00	30		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	4:00	36		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	6/19/2015	6/19/2015	2:00	173		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	4:00	44		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4:00	45		
<b>Total Class Hours:</b>	<b>18.00</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>18:00</b>		
In-Service Hrs:	18:00	CALEA Hrs:	0:00	State Approved Hrs:	18:00	Dept Required Hrs:	18:00	State Required Hrs:	18:00

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training	
<b>Truett, Tim</b>			Internal Affairs	Sergeant	54:00	\$0.00	Hours	Trk No.
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
2015 Legal Updates	Legal Updates	Continuing Training	DES Training Center	12/18/2015	12/18/2015 - 12/18/2015	2:00	93	
Arizona Immigration Laws-Re-Chaptered 2012	Immigration/Customs	Continuing Training	DES Training Center	12/4/2015	12/4/2015 - 12/4/2015	2:00	180	

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Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training	
<b>Truett, Tim</b>			Internal Affairs	Sergeant	54:00	\$0.00	Hours	Trk No.
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
AZ POST Shoot	Firearms	Firearms Qualification	ALEA	8/12/2015	8/12/2015 - 8/12/2015	2:00	161	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	12/9/2015	12/9/2015 - 12/9/2015	2:00	176	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4:00	30	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	4:00	193	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	ADOT	12/15/2015	12/15/2015 - 12/15/2015	2:00	175	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	4/5/2016	4/5/2016 - 4/5/2016	4:00	46	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	4:00	194	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	12/9/2015	12/9/2015 - 12/9/2015	2:00	177	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4:00	45	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	2:00	195	
Civil Process/Address Confidentiality	Civil	Continuing Training	DES Training Center	12/4/2015	12/4/2015 - 12/4/2015	1:00	179	
Five Levels of Leadership	Management	Continuing Training	DES-OIG	9/14/2016	9/14/2016 - 9/14/2016	8:00	97	
Social Media	Social Media	Continuing Training	Globe PD	2/24/2015	2/24/2015 - 2/24/2015	3:00	160	
* Sovereign Citizen Extremists	Terrorism / WMD	Continuing Training	DES-OIG	12/4/2015	11/18/2015 - 11/18/2015	4:00	152	
Street Medicine	First Responders	Proficiency Training	AZ Attorney General's Office	5/11/2016	5/11/2016 - 5/11/2016	4:00	74	
<b>Total Class Hours:</b>		<b>54:00</b>	<b>Total Overtime Hours:</b>		<b>0:00</b>	<b>Total Other Hours:</b>		<b>0:00</b>
<b>In-Service Hrs:</b>		<b>30:00</b>	<b>CALEA Hrs:</b>		<b>0:00</b>	<b>State Approved Hrs:</b>		<b>54:00</b>
<b>Dept Required Hrs:</b>		<b>37:00</b>	<b>State Required Hrs:</b>		<b>41:00</b>	<b>Total Training Hours:</b>		<b>54:00</b>

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training	
<b>Young, Dennis</b>			Administration	Inspector General	10:00	\$0.00	Hours	Trk No.
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	4:00	193	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	4:00	194	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/1/2017	2/1/2017 - 2/3/2017	2:00	195	
<b>Total Class Hours:</b>		<b>10:00</b>	<b>Total Overtime Hours:</b>		<b>0:00</b>	<b>Total Other Hours:</b>		<b>0:00</b>
<b>In-Service Hrs:</b>		<b>10:00</b>	<b>CALEA Hrs:</b>		<b>0:00</b>	<b>State Approved Hrs:</b>		<b>10:00</b>
<b>Dept Required Hrs:</b>		<b>10:00</b>	<b>State Required Hrs:</b>		<b>10:00</b>	<b>Total Training Hours:</b>		<b>10:00</b>

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18 Different Officers Listed		Total Class Hours:	1,293.50	Total Officer Training Hours:	1,265.50
143 Different Training Classes		Total Other Hours:	0.00	Total Overtime Hours:	0.00
In-Service Hrs:	478:00	CALEA Hrs:	0:00	State Approved Hrs:	1,159:75
		Dept Required Hrs:	532:00	State Required Hrs:	604:00

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Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		
<b>Badilla, Sergio</b>		LOC 233		Security Officer	84:50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
Active Shooter	Active Shooter	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	4:00	201		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	4:00	196		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	2:00	197		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2:50	65		
Best Practices When Dealing w/People	Interpersonal	Continuing Training	Not Listed	2/13/2017	2/13/2017 - 2/13/2017	2:50	210		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1:50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1:00	58		
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4:00	5		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/28/2016	7/18/2016 - 10/30/2016	2:50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/24/2016	9/16/2016 - 9/16/2016	4:00	55		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	Continuing Training	Training Room	2/14/2017	2/14/2017 - 2/14/2017	4:00	209		
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6:00	49		
PSO Authority, Responsibilities & Purpose	General Orders	Continuing Training	Training Room	2/13/2017	2/13/2017 - 2/13/2017	6:00	211		
PSO Basic Operations	General Orders	Continuing Training	Training Room	2/13/2017	2/17/2017 - 2/17/2017	6:00	212		
PSO Scenarios	Officer Skills & Techniques	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	2:00	213		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2:00	60		
Report Writing, UIRs & DES CBTs	Report Writing	Continuing Training	DES-OIG	2/16/2017	2/16/2017 - 2/16/2017	5:50	202		
Use of Force	Use Of Force	PSO New Hire	Training Room	8/29/2016	7/18/2016 - 10/30/2016	20:00	68		
Use of Force	Use Of Force	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	5:00	200		
<b>Total Class Hours:</b>	<b>84.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>84:50</b>		
In-Service Hrs:	11:00	CAFEA Hrs:	0:00	State Approved Hrs:	12:50	Dept Required Hrs:	82:50	State Required Hrs:	8:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	
<b>Baldriche, Arthur</b>		LOC 442		Security Officer	45:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	9/7/2016	7/20/2016 - 10/30/2016	2:50	65	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	9/9/2016	7/20/2016 - 10/30/2016	1:50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/9/2016	7/20/2016 - 10/30/2016	1:00	59	
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/16/2016	9/16/2016 - 9/16/2016	4:00	10	

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training		
<b>Baldriche, Arthur</b>		LOC 442		Security Officer	45:50	\$0.00	Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	9/15/2016	7/18/2016 - 10/30/2016	2:50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	9/16/2016	9/16/2016 - 9/16/2016	4:00	55		
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	9/12/2016	9/12/2016 - 9/12/2016	6:00	50		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/15/2016	8/24/2016 - 10/30/2016	2:00	60		
Situational Awareness	Interpersonal	PSO New Hire	Not Listed	10/24/2016	7/20/2016 - 10/30/2016	2:00	64		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/20/2016	9/20/2016 - 9/22/2016	20:00	56		
<b>Total Class Hours:</b>	<b>45.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>45:50</b>		
In-Service Hrs:	0:00	CALEA Hrs:	0:00	State Approved Hrs:	6:50	Dept Required Hrs:	45:50	State Required Hrs:	2:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training		
<b>Bonadie, Carlyle</b>		LOC 154		Security Officer	45:50	\$0.00	Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	9/7/2016	7/20/2016 - 10/30/2016	2:50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	9/9/2016	7/20/2016 - 10/30/2016	1:50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/9/2016	7/20/2016 - 10/30/2016	1:00	59		
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/16/2016	9/16/2016 - 9/16/2016	4:00	10		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	9/15/2016	7/18/2016 - 10/30/2016	2:50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	9/16/2016	9/16/2016 - 9/16/2016	4:00	55		
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	9/12/2016	9/12/2016 - 9/12/2016	6:00	50		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/15/2016	8/24/2016 - 10/30/2016	2:00	60		
Situational Awareness	Interpersonal	PSO New Hire	Not Listed	10/24/2016	7/20/2016 - 10/30/2016	2:00	64		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/20/2016	9/20/2016 - 9/22/2016	20:00	56		
<b>Total Class Hours:</b>	<b>45.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>45:50</b>		
In-Service Hrs:	0:00	CALEA Hrs:	0:00	State Approved Hrs:	5:50	Dept Required Hrs:	45:50	State Required Hrs:	2:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training	
<b>Calkins, David</b>		LOC 233		Security Officer	52:50	\$0.00	Hours	Trk No.
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
Active Shooter	Active Shooter	PSO New Hire	Not Listed	10/26/2016	7/20/2016 - 10/30/2016	4:00	66	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	10/28/2016	7/20/2016 - 10/30/2016	2:50	65	

# Training By Officer / Name Of Training



* - Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses			
<b>Calkins, David</b>		LOC 233		Security Officer	52:50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	10/20/2016	7/20/2016 - 10/30/2016	1:50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	10/20/2016	7/20/2016 - 10/30/2016	1:00	59		
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	10/27/2016	10/28/2016 - 10/28/2016	4:00	14		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	10/28/2016	7/18/2016 - 10/30/2016	2:50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	10/26/2016	9/16/2016 - 9/16/2016	4:00	55		
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	10/24/2016	10/24/2016 - 10/24/2016	6:00	51		
Radio Procedures	Dispatch	PSO New Hire	Training Room	10/24/2016	8/24/2016 - 10/30/2016	2:00	60		
Situational Awareness	Interpersonal	PSO New Hire	Not Listed	10/20/2016	7/20/2016 - 10/30/2016	2:00	64		
Trauma Care	First Aid/CPR	PSO New Hire	Not Listed	10/28/2016	12/12/2016 - 12/12/2016	3:00	67		
Use of Force	Use Of Force	PSO New Hire	Training Room	10/19/2016	7/18/2016 - 10/30/2016	20:00	68		
<b>Total Class Hours:</b>	<b>52.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>52:50</b>		
In-Service Hrs:	0:00	CALEA Hrs:	0:00	State Approved Hrs:	9:50	Dept. Required Hrs:	52:50	State Required Hrs:	2:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses		
<b>Candelario, Gerardo</b>		LOC 513		Security Officer	93:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Active Shooter	Active Shooter	PSO New Hire	Not Listed	10/26/2016	7/20/2016 - 10/30/2016	4:00	66	
Active Shooter	Active Shooter	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	4:00	201	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	4:00	196	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	2:00	197	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	10/28/2016	7/20/2016 - 10/30/2016	2:50	65	
Best Practices When Dealing w/People	Interpersonal	Continuing Training	Not Listed	2/13/2017	2/13/2017 - 2/13/2017	2:50	210	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	10/20/2016	7/20/2016 - 10/30/2016	1:50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	10/20/2016	7/20/2016 - 10/30/2016	1:00	59	
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	10/28/2016	10/28/2016 - 10/28/2016	4:00	14	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	10/27/2016	7/18/2016 - 10/30/2016	2:50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	10/27/2016	8/24/2016 - 8/24/2016	4:00	54	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	Continuing Training	Training Room	2/14/2017	2/14/2017 - 2/14/2017	4:00	209	
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	10/24/2016	10/24/2016 - 10/24/2016	6:00	51	
PSO Authority, Responsibilities & Purpose	General Orders	Continuing Training	Training Room	2/13/2017	2/13/2017 - 2/13/2017	6:00	211	

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training		
<b>Candelario, Gerardo</b>		LOC 513		Security Officer	93:50	\$0.00	Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
PSO Basic Operations	General Orders	Continuing Training	Training Room	2/13/2017	2/17/2017 - 2/17/2017	6:00	212		
PSO Scenarios	Officer Skills & Techniques	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	2:00	213		
Radio Procedures	Dispatch	PSO New Hire	Training Room	10/24/2016	8/24/2016 - 10/30/2016	2:00	60		
Report Writing, UIRs & DES CBTs	Report Writing	Continuing Training	DES-OIG	2/16/2017	2/16/2017 - 2/16/2017	5:50	202		
Situational Awareness	Interpersonal	PSO New Hire	Not Listed	10/27/2016	7/20/2016 - 10/30/2016	2:00	64		
Trauma Care	First Aid/CPR	PSO New Hire	Not Listed	10/27/2016	12/12/2016 - 12/12/2016	3:00	67		
Use of Force	Use Of Force	PSO New Hire	Training Room	10/19/2016	7/18/2016 - 10/30/2016	20:00	88		
Use of Force	Use Of Force	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	5:00	200		
<b>Total Class Hours:</b>		<b>93.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>93:50</b>	
In-Service Hrs:	11:00	CALEA Hrs:	0:00	State Approved Hrs:	15:50	Dept. Required Hrs:	91:50	State Required Hrs:	8:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training	
<b>Coburn, Stephen</b>		LOC 136		Security Officer	84:50	\$0.00	Hours	Trk No.
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
Active Shooter	Active Shooter	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	4:00	201	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	4:00	196	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	2:00	197	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2:50	65	
Best Practices When Dealing w/People	Interpersonal	Continuing Training	Not Listed	2/13/2017	2/13/2017 - 2/13/2017	2:50	210	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1:50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	8/31/2016	7/20/2016 - 10/30/2016	1:00	59	
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4:00	5	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/28/2016	7/18/2016 - 10/30/2016	2:50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/24/2016	9/16/2016 - 9/16/2016	4:00	55	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	Continuing Training	Training Room	2/14/2017	2/14/2017 - 2/14/2017	4:00	209	
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6:00	49	
PSO Authority, Responsibilities & Purpose	General Orders	Continuing Training	Training Room	2/13/2017	2/13/2017 - 2/13/2017	6:00	211	
PSO Basic Operations	General Orders	Continuing Training	Training Room	2/13/2017	2/17/2017 - 2/17/2017	6:00	212	
PSO Scenarios	Officer Skills & Techniques	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	2:00	213	
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2:00	60	



# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	
<b>Coburn, Stephen</b>		LOC 136		Security Officer	84:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Report Writing, UIRs & DES CBTs	Report Writing	Continuing Training	DES-OIG	2/16/2017	2/16/2017 - 2/16/2017	5:50	202	
Use of Force	Use Of Force	PSO New Hire	Training Room	9/2/2016	7/18/2016 - 10/30/2016	20:00	68	
Use of Force	Use Of Force	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	5:00	200	
<b>Total Class Hours: 84.50</b>		<b>Total Overtime Hours: 0.00</b>		<b>Total Other Hours: 0.00</b>		<b>Total Training Hours: 84:50</b>		
In-Service Hrs: 11:00	CALEA Hrs: 0:00	State Approved Hrs: 12:50	Dept Required Hrs: 82:50	State Required Hrs: 8:50				

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	
<b>Correa, Manuel</b>		LOC 0210240330390		Security Officer	47:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2:50	65	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1:50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1:00	58	
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4:00	5	
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/9/2016	9/9/2016 - 9/9/2016	4:00	9	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/28/2016	7/18/2016 - 10/30/2016	2:50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/24/2016	9/16/2016 - 9/16/2016	4:00	55	
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6:00	49	
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2:00	60	
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20:00	57	
<b>Total Class Hours: 47.50</b>		<b>Total Overtime Hours: 0.00</b>		<b>Total Other Hours: 0.00</b>		<b>Total Training Hours: 47:50</b>		
In-Service Hrs: 0:00	CALEA Hrs: 0:00	State Approved Hrs: 10:50	Dept Required Hrs: 47:50	State Required Hrs: 2:50				

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	
<b>Donnelly, James</b>		LOC 100		Security Officer	52:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Active Shooter	Active Shooter	PSO New Hire	Not Listed	10/28/2016	7/20/2016 - 10/30/2016	4:00	66	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	10/28/2016	7/20/2016 - 10/30/2016	2:50	65	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	10/20/2016	7/20/2016 - 10/30/2016	1:50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	10/20/2016	7/20/2016 - 10/30/2016	1:00	59	
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	10/28/2016	10/28/2016 - 10/28/2016	4:00	14	

# Training By Officer / Name Of Training



* - Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses			
<b>Donnelly, James</b>		LOC 100		Security Officer	52:50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	10/28/2016	7/18/2016 - 10/30/2016	2:50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	10/28/2016	9/16/2016 - 9/16/2016	4:00	55		
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	10/24/2016	10/24/2016 - 10/24/2016	6:00	51		
Radio Procedures	Dispatch	PSO New Hire	Training Room	10/24/2016	8/24/2016 - 10/30/2016	2:00	60		
Situational Awareness	Interpersonal	PSO New Hire	Not Listed	9/6/2016	7/20/2016 - 10/30/2016	2:00	64		
Trauma Care	First Aid/CPR	PSO New Hire	Not Listed	10/27/2016	12/12/2016 - 12/12/2016	3:00	67		
Use of Force	Use Of Force	PSO New Hire	Training Room	9/1/2016	7/18/2016 - 10/30/2016	20:00	68		
<b>Total Class Hours:</b>	<b>52.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>52:50</b>		
In-Service Hrs:	0:00	CALEA Hrs:	0:00	State Approved Hrs:	9:50	Dept Required Hrs:	52:50	State Required Hrs:	2:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses		
<b>Duncan-Turner, Tamika</b>		LOC 001		Security Officer	75:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/9/2017	2/9/2017 - 2/9/2017	4:00	199	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/9/2017	2/9/2017 - 2/9/2017	2:00	198	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	7/21/2016	7/20/2016 - 10/30/2016	2:50	65	
Best Practices When Dealing w/People	Interpersonal	PSO Supervisor Cont.	Not Listed	2/6/2017	2/6/2017 - 2/6/2017	2:50	203	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	7/22/2016	7/20/2016 - 10/30/2016	1:50	63	
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	7/29/2016	7/29/2016 - 7/29/2016	4:00	12	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	7/28/2016	7/18/2016 - 10/30/2016	2:50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	7/27/2016	9/16/2016 - 9/16/2016	4:00	55	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	Continuing Training	Training Room	2/7/2017	2/7/2017 - 2/7/2017	4:00	204	
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	7/22/2016	7/29/2016 - 7/29/2016	4:00	48	
PSO Authority, Responsibilities & Purpose	General Orders	Continuing Training	Training Room	2/9/2017	2/9/2017 - 2/9/2017	6:00	208	
PSO Basic Operations	General Orders	Continuing Training	Training Room	2/9/2017	2/9/2017 - 2/9/2017	6:00	207	
PSO Scenarios	Officer Skills & Techniques	Continuing Training	Not Listed	2/10/2017	2/17/2017 - 2/17/2017	2:00	213	
Report Writing, UIRs & DES CBTs	Report Writing	Continuing Training	DES-OIG	2/7/2017	2/7/2017 - 2/7/2017	5:50	205	
Use of Force	Use Of Force	PSO New Hire	Training Room	7/18/2016	7/18/2016 - 10/30/2016	20:00	68	
Use of Force	Use Of Force	Continuing Training	Not Listed	2/7/2017	2/7/2017 - 2/7/2017	5:00	206	

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.	
<b>Duncan-Turner, Tamika</b>		LOC 001		Security Officer	75:50	\$0.00			
Name Of Training		Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
<b>Total Class Hours:</b>	<b>77.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>75.50</b>		
In-Service Hrs:	11:00	CALEA Hrs:	0:00	State Approved Hrs:	11:50	Dept Required Hrs:	73:50	State Required Hrs:	7:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.	
<b>Flores, David</b>		LOC 244		Security Officer	90:50	\$0.00			
Name Of Training		Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Active Shooter	Active Shooter	PSO New Hire	Not Listed		10/26/2016	7/20/2016 - 10/30/2016	4:00	66	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery		2/9/2017	2/9/2017 - 2/9/2017	4:00	199	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery		2/9/2017	2/9/2017 - 2/9/2017	2:00	198	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed		10/28/2016	7/20/2016 - 10/30/2016	2:50	65	
Best Practices When Dealing w/People	Interpersonal	PSO Supervisor Cont.	Not Listed		2/6/2017	2/6/2017 - 2/6/2017	2:50	203	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed		10/20/2016	7/20/2016 - 10/30/2016	1:50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room		10/20/2016	7/20/2016 - 10/30/2016	1:00	59	
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery		10/28/2016	10/28/2016 - 10/28/2016	4:00	14	
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery		11/4/2016	11/4/2016 - 11/4/2016	4:00	15	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room		10/28/2016	7/18/2016 - 10/30/2016	2:50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room		10/26/2016	9/18/2016 - 9/16/2016	4:00	55	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	Continuing Training	Training Room		2/7/2017	2/7/2017 - 2/7/2017	4:00	204	
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room		10/24/2016	10/24/2016 - 10/24/2016	6:00	51	
PSO Authority, Responsibilities & Purpose	General Orders	Continuing Training	Training Room		2/9/2017	2/9/2017 - 2/9/2017	6:00	208	
PSO Basic Operations	General Orders	Continuing Training	Training Room		2/9/2017	2/9/2017 - 2/9/2017	6:00	207	
PSO Scenarios	Officer Skills & Techniques	Continuing Training	Not Listed		2/10/2017	2/17/2017 - 2/17/2017	2:00	213	
Radio Procedures	Dispatch	PSO New Hire	Training Room		10/24/2016	8/24/2016 - 10/30/2016	2:00	60	
Report Writing, UIRs & DES CBTs	Report Writing	Continuing Training	DES-OIG		2/7/2017	2/7/2017 - 2/7/2017	5:50	205	
Situational Awareness	Interpersonal	PSO New Hire	Not Listed		9/6/2016	7/20/2016 - 10/30/2016	2:00	64	
Use of Force	Use Of Force	PSO New Hire	Training Room		9/1/2016	7/18/2016 - 10/30/2016	20:00	68	
Use of Force	Use Of Force	Continuing Training	Not Listed		2/7/2017	2/7/2017 - 2/7/2017	5:00	206	
<b>Total Class Hours:</b>	<b>90.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>90.50</b>		
In-Service Hrs:	11:00	CALEA Hrs:	0:00	State Approved Hrs:	16:50	Dept Required Hrs:	88:50	State Required Hrs:	18:50

# Training By Officer / Name Of Training



* - Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses			
<b>Gonzales, Vicente</b>		LOC 001		Security Officer	79:50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
Active Shooter	Active Shooter	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	4:00	201		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	4:00	196		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	2:00	197		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	7/21/2016	7/20/2016 - 10/30/2016	2:50	65		
Best Practices When Dealing w/People	Interpersonal	Continuing Training	Not Listed	2/13/2017	2/13/2017 - 2/13/2017	2:50	210		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	7/22/2016	7/20/2016 - 10/30/2016	1:50	63		
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	7/29/2016	7/29/2016 - 7/29/2016	4:00	12		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	7/28/2016	7/18/2016 - 10/30/2016	2:50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	7/27/2016	9/16/2016 - 9/16/2016	4:00	55		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	Continuing Training	Training Room	2/14/2017	2/14/2017 - 2/14/2017	4:00	209		
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	7/22/2016	7/29/2016 - 7/29/2016	4:00	48		
PSO Authority, Responsibilities & Purpose	General Orders	Continuing Training	Training Room	2/13/2017	2/13/2017 - 2/13/2017	6:00	211		
PSO Basic Operations	General Orders	Continuing Training	Training Room	2/13/2017	2/17/2017 - 2/17/2017	6:00	212		
PSO Scenarios	Officer Skills & Techniques	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	2:00	213		
Report Writing, UIRs & DES CBTs	Report Writing	Continuing Training	DES-OIG	2/16/2017	2/16/2017 - 2/16/2017	5:50	202		
Use of Force	Use Of Force	PSO New Hire	Training Room	7/18/2016	7/18/2016 - 10/30/2016	20:00	68		
Use of Force	Use Of Force	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	5:00	200		
<b>Total Class Hours:</b>	<b>81.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>79:50</b>		
In-Service Hrs:	11:00	CALEA Hrs:	0:00	State Approved Hrs:	11:50	Dept Required Hrs:	77:50	State Required Hrs:	7:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses		
<b>Hampton, Desiree</b>		LOC 0210240330390		Security Officer	43:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2:50	65	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1:50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1:00	58	
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4:00	5	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/28/2016	7/18/2016 - 10/30/2016	2:50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/24/2016	9/16/2016 - 9/16/2016	4:00	55	
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	7/19/2016	8/29/2016 - 8/29/2016	6:00	49	

# Training By Officer / Name Of Training



* - Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training		
<b>Hampton, Desiree</b>		LOC 0210240330390		Security Officer	43:50	\$0.00	Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2:00	60		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20:00	57		
<b>Total Class Hours:</b>	<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43:50</b>		
In-Service Hrs:	0:00	CALEA Hrs:	0:00	State Approved Hrs:	6:50	Dept Required Hrs:	43:50	State Required Hrs:	2:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training		
<b>Hill, John</b>		LOC 129		Security Officer	43:50	\$0.00	Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2:50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1:50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1:00	58		
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4:00	5		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/30/2016	7/18/2016 - 10/30/2016	2:50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/31/2016	8/24/2016 - 8/24/2016	4:00	54		
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6:00	49		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2:00	60		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20:00	57		
<b>Total Class Hours:</b>	<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43:50</b>		
In-Service Hrs:	0:00	CALEA Hrs:	0:00	State Approved Hrs:	6:50	Dept Required Hrs:	43:50	State Required Hrs:	2:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training	
<b>Ibrm, Johni</b>		LOC 182		Security Officer	43:50	\$0.00	Hours	Trk No.
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2:50	65	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1:50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1:00	58	
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4:00	5	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/30/2016	7/18/2016 - 10/30/2016	2:50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/24/2016	9/16/2016 - 9/16/2016	4:00	55	
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6:00	49	

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		Trk No.
<b>Ibrm, Johni</b>		LOC 182		Security Officer	43:50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates				
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016			2:00	60
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016			20:00	57
<b>Total Class Hours: 43.50</b>		<b>Total Overtime Hours: 0.00</b>		<b>Total Other Hours: 0.00</b>		<b>Total Training Hours: 43:50</b>			
In-Service Hrs: 0:00	CALEA Hrs: 0:00	State Approved Hrs: 6:50	Dept. Required Hrs: 43:50	State Required Hrs: 2:50					

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		Trk No.
<b>Johnson, James</b>		LOC 0210240330390		Security Officer	79:50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates				
Active Shooter	Active Shooter	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017			4:00	201
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017			4:00	196
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017			2:00	197
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	7/21/2016	7/20/2016 - 10/30/2016			2:50	65
Best Practices When Dealing w/People	Interpersonal	Continuing Training	Not Listed	2/13/2017	2/13/2017 - 2/13/2017			2:50	210
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	7/22/2016	7/20/2016 - 10/30/2016			1:50	63
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	7/29/2016	7/29/2016 - 7/29/2016			4:00	12
Intro to Basic Operations	Basic Recruit	PSO New Hire	Training Room	7/26/2016	7/26/2016 - 7/26/2016			2:50	72
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	7/27/2016	9/16/2016 - 9/16/2016			4:00	55
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	Continuing Training	Training Room	2/14/2017	2/14/2017 - 2/14/2017			4:00	209
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	7/22/2016	7/29/2016 - 7/29/2016			4:00	48
PSO Authority, Responsibilities & Purpose	General Orders	Continuing Training	Training Room	2/13/2017	2/13/2017 - 2/13/2017			6:00	211
PSO Basic Operations	General Orders	Continuing Training	Training Room	2/13/2017	2/17/2017 - 2/17/2017			6:00	212
PSO Scenarios	Officer Skills & Techniques	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017			2:00	213
Report Writing, UIRs & DES CBTs	Report Writing	Continuing Training	DES-OIG	2/16/2017	2/16/2017 - 2/16/2017			5:50	202
Use of Force	Use Of Force	PSO New Hire	Training Room	7/18/2016	7/18/2016 - 10/30/2016			20:00	68
Use of Force	Use Of Force	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017			5:00	200
<b>Total Class Hours: 81.50</b>		<b>Total Overtime Hours: 0.00</b>		<b>Total Other Hours: 0.00</b>		<b>Total Training Hours: 79:50</b>			
In-Service Hrs: 11:00	CALEA Hrs: 0:00	State Approved Hrs: 11:50	Dept. Required Hrs: 77:50	State Required Hrs: 7:50					

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training		
<b>Johnson, Jaron</b>		LOC 100		Security Officer	43:50	\$0.00	Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2:50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1:50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	8/31/2016	7/20/2016 - 10/30/2016	1:00	59		
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4:00	5		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/30/2016	7/18/2016 - 10/30/2016	2:50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/29/2016	9/16/2016 - 9/16/2016	4:00	55		
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	9/2/2016	8/29/2016 - 8/29/2016	6:00	49		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2:00	60		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20:00	57		
<b>Total Class Hours:</b>	<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43:50</b>		
In-Service Hrs:	0:00	CALEA Hrs:	0:00	State Approved Hrs:	6:50	Dept. Required Hrs:	43:50	State Required Hrs:	2:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training	
<b>Jordan, Terrance</b>		LOC 193		Security Officer	84:50	\$0.00	Hours	Trk No.
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
Active Shooter	Active Shooter	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	4:00	201	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	4:00	196	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	2:00	197	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	9/7/2016	7/20/2016 - 10/30/2016	2:50	65	
Best Practices When Dealing w/People	Interpersonal	Continuing Training	Not Listed	2/13/2017	2/13/2017 - 2/13/2017	2:50	210	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	9/9/2016	7/20/2016 - 10/30/2016	1:50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	7/20/2016	7/20/2016 - 10/30/2016	1:00	59	
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/16/2016	9/16/2016 - 9/16/2016	4:00	10	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	9/18/2016	7/18/2016 - 10/30/2016	2:50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	9/16/2016	9/16/2016 - 9/16/2016	4:00	55	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	Continuing Training	Training Room	2/14/2017	2/14/2017 - 2/14/2017	4:00	209	
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	9/12/2016	9/12/2016 - 9/12/2016	6:00	50	
PSO Authority, Responsibilities & Purpose	General Orders	Continuing Training	Training Room	2/13/2017	2/13/2017 - 2/13/2017	6:00	211	
PSO Basic Operations	General Orders	Continuing Training	Training Room	2/13/2017	2/17/2017 - 2/17/2017	6:00	212	
PSO Scenarios	Officer Skills & Techniques	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	2:00	213	

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training		
<b>Jordan, Terrance</b>		LOC 193		Security Officer	84:50	\$0.00	Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Radio Procedures	Dispatch	PSO New Hire	Training Room	8/24/2016	8/24/2016 - 10/30/2016	2:00	60		
Report Writing, UIRs & DES CBTs	Report Writing	Continuing Training	DES-OIG	2/16/2017	2/16/2017 - 2/16/2017	5:50	202		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/20/2016	9/20/2016 - 9/22/2016	20:00	56		
Use of Force	Use Of Force	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	5:00	200		
<b>Total Class Hours:</b>		<b>84.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>84:50</b>	
In-Service Hrs:	13:00	CALEA Hrs:	0:00	State/Approved Hrs:	12:50	Dept. Required Hrs:	82:50	State Required Hrs:	8:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training		
<b>Kelsh, Anthony</b>		ATPC-550		Security Officer	43:50	\$0.00	Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2:50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1:50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1:00	58		
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4:00	5		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/30/2016	7/18/2016 - 10/30/2016	2:50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/24/2016	9/16/2016 - 9/16/2016	4:00	55		
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6:00	49		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2:00	60		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20:00	57		
<b>Total Class Hours:</b>		<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43:50</b>	
In-Service Hrs:	0:00	CALEA Hrs:	0:00	State/Approved Hrs:	6:50	Dept. Required Hrs:	43:50	State Required Hrs:	2:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training	
<b>King, Gregory</b>		LOC 307		Security Officer	80:50	\$0.00	Hours	Trk No.
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
Active Shooter	Active Shooter	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	4:00	201	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	2:00	197	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	9/5/2016	7/20/2016 - 10/30/2016	2:50	65	
Best Practices When Dealing w/People	Interpersonal	Continuing Training	Not Listed	2/13/2017	2/13/2017 - 2/13/2017	2:50	210	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	9/5/2016	7/20/2016 - 10/30/2016	1:50	63	



# Training By Officer / Name Of Training



* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>King, Gregory</b>	LOC 307		Security Officer	80:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1:00	58
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4:00	5
Intro to Basic Operations	Basic Recruit	PSO New Hire	Training Room	9/1/2016	12/13/2016 - 12/13/2016	2:50	69
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/31/2016	8/24/2016 - 8/24/2016	4:00	54
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	Continuing Training	Training Room	2/14/2017	2/14/2017 - 2/14/2017	4:00	209
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	Not Listed	Training Room	8/29/2016	9/7/2016 - 9/7/2016	6:00	70
PSO Authority, Responsibilities & Purpose	General Orders	Continuing Training	Training Room	2/13/2017	2/13/2017 - 2/13/2017	6:00	211
PSO Basic Operations	General Orders	Continuing Training	Training Room	2/13/2017	2/17/2017 - 2/17/2017	6:00	212
PSO Scenarios	Officer Skills & Techniques	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	2:00	213
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2:00	60
Report Writing, UIRs & DES CBTs	Report Writing	Continuing Training	DES-OIG	2/16/2017	2/16/2017 - 2/16/2017	5:50	202
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20:00	57
Use of Force	Use Of Force	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	5:00	200
<b>Total Class Hours:</b>	<b>77.00</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>80:50</b>
In-Service Hrs:	7:00	CALEA Hrs:	0:00	State Approved Hrs:	8:50	Dept Required Hrs:	78:50
						State Required Hrs:	4:50

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>LaBounty, Gary</b>	LOC 336		Security Officer	86:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Active Shooter	Active Shooter	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	4:00	201
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	4:00	196
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	2:00	197
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2:50	65
Best Practices When Dealing w/People	Interpersonal	Continuing Training	Not Listed	2/13/2017	2/13/2017 - 2/13/2017	2:50	210
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1:50	63
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1:00	58
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4:00	5
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/30/2016	7/18/2016 - 10/30/2016	2:50	61
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/24/2016	9/16/2016 - 9/16/2016	4:00	55
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	Continuing Training	Training Room	2/14/2017	2/14/2017 - 2/14/2017	4:00	209

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses			
<b>LaBounty, Gary</b>		LOC 336		Security Officer	86:50	\$0.00	Officer Training Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6:00	49		
PSO Authority, Responsibilities & Purpose	General Orders	Continuing Training	Training Room	2/13/2017	2/13/2017 - 2/13/2017	6:00	211		
PSO Basic Operations	General Orders	Continuing Training	Training Room	2/13/2017	2/17/2017 - 2/17/2017	6:00	212		
PSO Scenarios	Officer Skills & Techniques	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	2:00	213		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2:00	60		
Report Writing, UIRs & DES CBTs	Report Writing	Continuing Training	DES-OIG	2/16/2017	2/16/2017 - 2/16/2017	5:50	202		
Situational Awareness	Interpersonal	PSO New Hire	Not Listed	9/2/2016	7/20/2016 - 10/30/2016	2:00	64		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20:00	57		
Use of Force	Use Of Force	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	5:00	200		
<b>Total Class Hours:</b>		<b>86.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>86:50</b>	
In-Service Hrs:	11:00	CALEA Hrs:	0:00	State Approved Hrs:	12:50	Dept Required Hrs:	84:50	State Required Hrs:	8:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses			
<b>Martinez, Fernando</b>		LOC 182		Security Officer	43:50	\$0.00	Officer Training Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2:50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1:50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1:00	58		
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4:00	5		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/28/2016	7/18/2016 - 10/30/2016	2:50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/31/2016	8/24/2016 - 8/24/2016	4:00	54		
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6:00	49		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2:00	60		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20:00	57		
<b>Total Class Hours:</b>		<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43:50</b>	
In-Service Hrs:	0:00	CALEA Hrs:	0:00	State Approved Hrs:	6:50	Dept Required Hrs:	43:50	State Required Hrs:	2:50

# Training By Officer / Name Of Training



* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>McCabe, Scott</b>	LOC 102		Security Officer	43:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2:50	65
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1:50	63
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1:00	58
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4:00	5
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/28/2016	7/18/2016 - 10/30/2016	2:50	61
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/31/2016	8/24/2016 - 8/24/2016	4:00	54
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6:00	49
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2:00	60
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20:00	57
<b>Total Class Hours:</b>	<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43:50</b>
In-Service Hrs:	0:00	CALEA Hrs:	0:00	State Approved Hrs:	6:50	Dept Required Hrs:	43:50
						State Required Hrs:	2:50

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Reynolds, Marcia</b>	LOC 244		Security Officer	84:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Active Shooter	Active Shooter	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	4:00	201
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	4:00	196
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	2:00	197
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2:50	65
Best Practices When Dealing w/People	Interpersonal	Continuing Training	Not Listed	2/13/2017	2/13/2017 - 2/13/2017	2:50	210
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1:50	63
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1:00	58
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4:00	5
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/28/2016	7/18/2016 - 10/30/2016	2:50	61
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/31/2016	8/24/2016 - 8/24/2016	4:00	54
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	Continuing Training	Training Room	2/14/2017	2/14/2017 - 2/14/2017	4:00	209
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6:00	49
PSO Authority, Responsibilities & Purpose	General Orders	Continuing Training	Training Room	2/13/2017	2/13/2017 - 2/13/2017	6:00	211
PSO Basic Operations	General Orders	Continuing Training	Training Room	2/13/2017	2/17/2017 - 2/17/2017	6:00	212
PSO Scenarios	Officer Skills & Techniques	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	2:00	213

# Training By Officer / Name Of Training



* - Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		
<b>Reynolds, Marcia</b>		LOC 244		Security Officer	84:50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2:00	60		
Report Writing, UIRs & DES CBTs	Report Writing	Continuing Training	DES-OIG	2/16/2017	2/16/2017 - 2/16/2017	5:50	202		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20:00	57		
Use of Force	Use Of Force	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	5:00	200		
<b>Total Class Hours:</b>		<b>84.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>84:50</b>	
In-Service Hrs:	11:00	CALEA Hrs:	0:00	State Approved Hrs:	12:50	Dept Required Hrs:	82:50	State Required Hrs:	8:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		
<b>Roberts, Titus</b>		LOC 193		Security Officer	49:50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Active Shooter	Active Shooter	PSO New Hire	Not Listed	9/20/2016	7/20/2016 - 10/30/2016	4:00	66		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	9/7/2016	7/20/2016 - 10/30/2016	2:50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	9/9/2016	7/20/2016 - 10/30/2016	1:50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/9/2016	7/20/2016 - 10/30/2016	1:00	59		
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/16/2016	9/16/2016 - 9/16/2016	4:00	10		
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	11/18/2016	11/18/2016 - 11/18/2016	4:00	27		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	9/18/2016	7/18/2016 - 10/30/2016	2:50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	9/15/2016	8/24/2016 - 8/24/2016	4:00	54		
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	9/12/2016	9/12/2016 - 9/12/2016	6:00	50		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/20/2016	9/20/2016 - 9/22/2016	20:00	68		
<b>Total Class Hours:</b>		<b>49.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>49:50</b>	
In-Service Hrs:	0:00	CALEA Hrs:	0:00	State Approved Hrs:	10:50	Dept Required Hrs:	49:50	State Required Hrs:	2:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	
<b>Robertson, Warren</b>		LOC 307		Security Officer	64:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/9/2017	2/9/2017 - 2/9/2017	4:00	199	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/9/2017	2/9/2017 - 2/9/2017	2:00	198	
Best Practices When Dealing w/People	Interpersonal	PSO Supervisor Cont.	Not Listed	2/6/2017	2/6/2017 - 2/6/2017	2:50	203	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	11/16/2016	7/20/2016 - 10/30/2016	1:50	63	

# Training By Officer / Name Of Training



* - Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Robertson, Warren</b>		LOC 307	Security Officer	64:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	11/18/2016	11/18/2016 - 11/18/2016	4:00	27
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	11/16/2018	11/16/2017 - 11/16/2018	6:00	71
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	11/15/2016	9/16/2016 - 9/16/2016	4:00	55
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	Continuing Training	Training Room	2/7/2017	2/7/2017 - 2/7/2017	4:00	204
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	11/16/2016	10/24/2016 - 10/24/2016	6:00	51
PSO Authority, Responsibilities & Purpose	General Orders	Continuing Training	Training Room	2/9/2017	2/9/2017 - 2/9/2017	6:00	208
PSO Basic Operations	General Orders	Continuing Training	Training Room	2/9/2017	2/9/2017 - 2/9/2017	6:00	207
PSO Scenarios	Officer Skills & Techniques	Continuing Training	Not Listed	2/10/2017	2/17/2017 - 2/17/2017	2:00	213
Radio Procedures	Dispatch	PSO New Hire	Training Room	11/17/2016	8/24/2016 - 10/30/2016	2:00	60
Report Writing, UIRs & DES CBTs	Report Writing	Continuing Training	DES-OIG	2/7/2017	2/7/2017 - 2/7/2017	5:50	205
Use of Force	Use Of Force	PSO New Hire	Not Listed	12/15/2016	9/20/2016 - 9/22/2016	4:00	56
Use of Force	Use Of Force	Continuing Training	Not Listed	2/7/2017	2/7/2017 - 2/7/2017	5:00	206
<b>Total Class Hours:</b>	<b>80.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>64:50</b>
In-Service Hrs:	1:00	CALEA Hrs:	0:00	State Approved Hrs:	1:50	Dept Required Hrs:	62:50
						State Required Hrs:	7:50

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Speck, Michael</b>		LOC 136	Security Officer	84:50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Active Shooter	Active Shooter	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	4:00	201
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	4:00	196
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/16/2017	2/16/2017 - 2/16/2017	2:00	197
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2:50	65
Best Practices When Dealing w/People	Interpersonal	Continuing Training	Not Listed	2/13/2017	2/13/2017 - 2/13/2017	2:50	210
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1:50	63
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1:00	58
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4:00	5
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/30/2016	7/18/2016 - 10/30/2016	2:50	61
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/31/2016	8/24/2016 - 8/24/2016	4:00	54
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	Continuing Training	Training Room	2/14/2017	2/14/2017 - 2/14/2017	4:00	209
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6:00	49

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training		
<b>Speck, Michael</b>		LOC 136		Security Officer	84:50	\$0.00	Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
PSO Authority, Responsibilities & Purpose	General Orders	Continuing Training	Training Room	2/13/2017	2/13/2017 - 2/13/2017	6:00	211		
PSO Basic Operations	General Orders	Continuing Training	Training Room	2/13/2017	2/17/2017 - 2/17/2017	6:00	212		
PSO Scenarios	Officer Skills & Techniques	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	2:00	213		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2:00	60		
Report Writing, UIRs & DES CBTs	Report Writing	Continuing Training	DES-OIG	2/16/2017	2/16/2017 - 2/16/2017	5:50	202		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20:00	57		
Use of Force	Use Of Force	Continuing Training	Not Listed	2/17/2017	2/17/2017 - 2/17/2017	5:00	200		
<b>Total Class Hours:</b>		<b>84.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b> <b>84:50</b>		
In-Service Hrs:	11:00	CALEA Hrs:	0:00	State Approved Hrs:	12:50	Dept. Required Hrs:	82:50	State Required Hrs:	8:50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training	
<b>Thompson, Thomas</b>		LOC 513		Security Officer	80:50	\$0.00	Hours	Trk No.
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/9/2017	2/9/2017 - 2/9/2017	4:00	199	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	2/9/2017	2/9/2017 - 2/9/2017	2:00	198	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2:50	65	
Best Practices When Dealing w/People	Interpersonal	PSO Supervisor Cont.	Not Listed	2/6/2017	2/6/2017 - 2/6/2017	2:50	203	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1:50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1:00	58	
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4:00	5	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/30/2016	7/18/2016 - 10/30/2016	2:50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/31/2016	8/24/2016 - 8/24/2016	4:00	54	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	Continuing Training	Training Room	2/7/2017	2/7/2017 - 2/7/2017	4:00	204	
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6:00	49	
PSO Authority, Responsibilities & Purpose	General Orders	Continuing Training	Training Room	2/9/2017	2/9/2017 - 2/9/2017	6:00	208	
PSO Basic Operations	General Orders	Continuing Training	Training Room	2/9/2017	2/9/2017 - 2/9/2017	6:00	207	
PSO Scenarios	Officer Skills & Techniques	Continuing Training	Not Listed	2/10/2017	2/17/2017 - 2/17/2017	2:00	213	
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2:00	60	
Report Writing, UIRs & DES CBTs	Report Writing	Continuing Training	DES-OIG	2/7/2017	2/7/2017 - 2/7/2017	5:50	205	
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20:00	57	



## Office of Inspector General Protective Services Administration

### Firearms Safety Rules

You are required to read and review the firearms safety rules as stated below. Please check each box to acknowledge your understanding of the importance of adherence to these rules and their application.

**The Four Cardinal Firearms Safety Rules ALWAYS apply, even in dry fire practice!**

- Treat every firearm as if it is loaded.
- Do not point your firearm at anything you are not willing to kill or destroy.
- Keep your finger along the frame/receiver and off the trigger until you are on target and have decided to fire.
- Be sure of your target and what is beyond
- I understand to the fullest extent the following rules for safe firearms practice; and that these rules have been put in place for my safety, as well as those around me.

### Employee Responsibilities

1. Employees are responsible for the safe handling and storage of their personally-owned and assigned duty weapons both on and off-duty. Extra attention and care must be taken to avoid unintentional or negligent discharges.
2. All firearms shall be lubricated and reloaded prior to leaving the range. All firearms shall be cleaned prior to the employee's next scheduled shift.

---

*Print Name*

---

*Date*

---

*Signature*



## **Office of Inspector General Protective Services Administration**

### **Glock Pistol Function Test**

1. Make sure the weapon and magazines are unloaded and there is no ammunition in the immediate work area.
2. With the slide forward, press the trigger and hold to the rear. You should hear the stryker move forward.
3. With your support hand, cycle the slide one time while continuing to hold the trigger to the rear.
4. Slowly release the trigger and you should hear the reset "click" when the trigger resets.
5. Press the trigger again and ensure you hear the stryker moving forward.
6. Insert an empty magazine into the weapon and cycle the slide one time. The slide should lock to the rear on an empty magazine. Repeat this process for all of your empty magazines.
7. If the weapon will not function test accordingly, immediately notify your supervisor.

### **Glock Pistol Basic Field Strip**

****Prior to field stripping the weapon, make sure it is unloaded and there is no ammunition in the immediate work area, to include loaded magazines****

1. After verifying the weapon is not loaded, point the weapon in a safe direction and depress the trigger while the slide is forward and no magazine is inserted in the weapon.
2. Grip the rear of the slide and back strap with support hand and thumb and move the barrel rearward approximately 1/8th of an inch. This will disengage the slide lock and allow the slide lock to be pulled down.
3. With the slide pulled slightly back, use your support hand and pull down both sides of the slide lock; the slide should now be free to move forward and off of the frame.
4. Remove the recoil spring/guide rod assembly and then the barrel from the slide.
5. Do not disassemble the weapon beyond this point.
6. Visually inspect the parts for defects and clean weapon. If any defects are observed, immediately notify your Supervisor or Armorer.



7. Replace the barrel and then the recoil/guide rod assembly back into the slide. Make sure the polymer end of the recoil/guide rod assembly is positioned forward, towards the muzzle end.

8. Make sure the metal end of the recoil/guide rod assembly is fully seated into the notch on the barrel lug.

9. Line up the slide grooves with the frame rails and push the slide onto the frame. If there is resistance, check to make sure the recoil/guide rod assembly is positioned correctly.

10. Follow the steps outlined in the Function Check sheet to function check the weapon prior to placing it back into service.

11. Reload the weapon and magazines with approved ammunition and holster/secure the weapon.



# Office of Inspector General Protective Services Administration

## Training Verification Form

### Employee Information

Employee Name: _____

Employee Number: _____

Duty Post Address: _____ LOC #: _____

Supervisor: _____

Type of Training Received:

- |                                                                    |                                                                  |                                                                  |                                                                         |
|--------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Search & Seizure                          | <input type="checkbox"/> Criminal Law                            | <input type="checkbox"/> Civil Liability                         | <input type="checkbox"/> PSO Standards                                  |
| <input type="checkbox"/> Use of Force                              | <input type="checkbox"/> Post Orders                             | <input type="checkbox"/> Powers of Arrest                        | <input type="checkbox"/> Firearms Safety                                |
| <input type="checkbox"/> Unusual Incident Report (UIR) Judgmental/ | <input type="checkbox"/> Report Writing Critical Incident Report | <input type="checkbox"/> PSO Authority, Responsibility & Purpose | <input type="checkbox"/> Best Practices When Dealing w/Difficult People |
| <input type="checkbox"/> Decisional Shoot                          | <input type="checkbox"/> Handcuffing                             | <input type="checkbox"/> Defensive Tactics                       | <input type="checkbox"/> Other: _____                                   |

Date of Training: _____ Training Hours: _____ Test Score: _____

I confirm that I attended the training class listed above. I understand that as a Protective Service Officer employee, it is my responsibility to abide by the Office of Inspector General's Protective Services Officer (PSO) standards, in accordance with the training.

If I have questions about the training, materials presented or the PSO standards, I understand it is my responsibility to seek clarification from the Instructor.

_____  
*Employee Signature*

_____  
*Date*

### Instructor Verification

I verify that this employee has received training in the above referenced skills.

Comments:

_____  
*Instructor Signature*

_____  
*Date*

Name: _____

Date: _____

Results: _____

**Office of Inspector General - Protective Services Administration**  
**Skills Exam**

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

11)

12)

13)

14)

15)

16)

17)

18)

19)

20)

## Office of Inspector General Protective Services Administration

### Defensive Tactics Practical Examination

Name	Employee ID
------	-------------

Defensive Body Mechanics	PASS	FAIL	REMEDIAL	NOTES
Neutral Stance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Centerline Tracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drive/Brace Leg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Force Delivery Techniques	PASS	FAIL	REMEDIAL	NOTES
Impact Push	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fist Strike	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Elbow Strike	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knee Strike	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Control Techniques	PASS	FAIL	REMEDIAL	
OCCS Escort Hold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OCCS Twist Lock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OCCS Frontal Takedown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OCCS Come Along/Pin to a Fixed Object	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OCCS Standing Pin w/Wrist Lock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handcuffing and Searching	PASS	FAIL	REMEDIAL	
OCCS Standing Handcuffing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OCCS Twist Lock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pressure Points	PASS	FAIL	REMEDIAL	
Mandibular Angle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brachial Plexus Origin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brachial Plexus Tie-In	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Radial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*Evaluators will score student on a pass/fail basis for each category. Any student who fails a category (unable to perform, unacceptable performance of technique) will be remediated and their supervisor will be notified.*

Evaluator Signature

Date

## Office of Inspector General Protective Services Administration

### Defensive Tactics Practical Examination

Name	Employee ID
------	-------------

Defensive Body Mechanics	PASS	FAIL	REMEDIAL	NOTES
Neutral Stance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Centerline Tracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drive/Brace Leg	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Force Delivery Techniques	PASS	FAIL	REMEDIAL	NOTES
Impact Push	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fist Strike	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Elbow Strike	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Knee Strike	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Control Techniques	PASS	FAIL	REMEDIAL	
OCCS Escort Hold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OCCS Twist Lock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OCCS Frontal Takedown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OCCS Come Along/Pin to a Fixed Object	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OCCS Standing Pin w/Wrist Lock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Handcuffing and Searching	PASS	FAIL	REMEDIAL	
OCCS Standing Handcuffing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
OCCS Twist Lock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pressure Points	PASS	FAIL	REMEDIAL	
Mandibular Angle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brachial Plexus Origin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Brachial Plexus Tie-In	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Radial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*Evaluators will score student on a pass/fail basis for each category. Any student who fails a category (unable to perform, unacceptable performance of technique) will be remediated and their supervisor will be notified.*

Evaluator Signature

Date

**Office of Inspector General  
Protective Services Administration**

**TRAINER & COURSE EVALUATION**

<b>Trainer Name:</b>	

<b>TRAINER EVALUATION</b>			
	Agree	Neutral	Disagree
Trainer had a thorough grasp of the subject	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trainer was responsive to questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trainer had a professional demeanor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Good</b>	<b>Average</b>	<b>Poor</b>
Overall skills of the trainer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Course Name:</b>	<b>Date of Instruction:</b>

<b>COURSE EVALUATION</b>			
	Agree	Neutral	Disagree
Information provided was clear and understandable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Length of instruction was appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I will be able to apply the knowledge learned in my current role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The course provided me with new information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Good</b>	<b>Average</b>	<b>Poor</b>
Course content overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Comments:</b>	
------------------	--



## F.A.T.S. Instructor Evaluation Check Sheet

Disk Title: _____ Date: _____

	<input type="checkbox"/> Shoot <input type="checkbox"/> No Shoot	<input type="checkbox"/> Shoot <input type="checkbox"/> No Shoot	<input type="checkbox"/> Shoot <input type="checkbox"/> No Shoot	
<b>EVALUATION</b>	Scenario #	Scenario #	Scenario #	<b>Comments:</b>
Questions regarding assignment/dispatch	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Communications with partner	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Use of cover/concealment	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Safe gun practice	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Target Acquisition	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Number of shots: <b>Actual:</b>				
<b>Estimated:</b>				
Verbalized thought process throughout	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Able to recap scene	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Appropriate justification for actions	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
<b>DE-BRIEFING</b>				
Self evaluation	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Correct performance reviewed	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Accuracy	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Inappropriate performance reviewed	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	
Explained remediation	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	<input type="checkbox"/> Pass <input type="checkbox"/> Fail	

Officer's Name _____

FATS Instructor's Signature _____

<b>OVERALL:</b>	
PASS	<input type="checkbox"/>
FAIL	<input type="checkbox"/>

# LESSON DESCRIPTIONS

**OFFICE OF INSPECTOR GENERAL**  
PROTECTIVE SERVICES





## COURSE DESCRIPTIONS

**OIG2016-01** **6 Hours**

**Introduction to Protective Officer Authority Responsibility and Purpose**

If you are going to function as a Protective Services Officer for the AZ DES, you need to know the primary responsibility and limits of your authority.

**OIG2016-02** **1 Hour**

**Department of Economic Security Plan**

Provides understanding of established policies of the AZ DES Emergency Procedures Handbook and how to apply those policies in a safe and effective manner.

**OIG2016-03** **4 Hours**

**Active Shooter**

This course will help you understand your responsibilities and will also assist you in the application of sound techniques, practices, and protocol for such events.

**OIG2016-04** **20 Hours**

**Use of Force**

This course is broken up into three sections to include; defensive tactics, firearms and less lethal force. As a Protective Service Officer you may have to deal with a dangerous—or unpredictable—situation, and have very little time to assess it and determine the proper response. Good training can enable the PSO to react properly to the threat or possible threat and respond with the appropriate tactics to address the situation, possibly including some level of force, *if necessary*, given the circumstances.

**OIG2016-04AZPOST** **4 Hours**

**AZ POST 50-Shot Daytime Semi-Automatic Qualification**

This course directly assesses the skills identified as those needed to perform in the capacity of a Sworn Police Officer armed with a semi-automatic pistol.

**OIG2016-04SPRT** **1 Hour**

**Self-Practice Range Time**

Sworn Police Officers must be proficient in the use of a firearm. Proficiency requires considerable skill, knowledge, practice and an attitude reflecting sound judgement.

**OIG2016-05** **2 Hours**

**Radio Procedures**

Covers the basic operations of standard radio communications as they apply to AZ DES Protective Services functions.

**OIG2016-06** **4 Hours**

**Introduction to Criminal Law, Civil Liability, and Search & Seizure**

Course examining the basic features of criminal law, civil liability and Search & Seizure including how these areas of law differ from one another.

**OIG2016-07** **2.5 Hours**

**Introduction to Basic Operations**

Overview of basic duties you will perform as an AZ DES Protective Services Officer, and the awareness that you represent Protective Services at all times.

**OIG2016-08** **3 Hours**

**Trauma Care**

Knowing how to respond to a medical emergency is one of the most important skills a person can possess. This course will enable the student to intervene appropriately in an emergency before medical help arrives.

**OIG2016-09** **1.5 Hours**

**DES Mandatory Training and Unusual Incident Reports (UIRs)**

As a standard of employment for AZ DES every Protective Services Officer will need to successfully the mandated CBT Courses Training as well as an overview of UIRs (J-309) as defined in DES 1-07-02.

**OIG2016-10** **2 Hours**

**Situational Awareness**

Situational Awareness is the ability to identify, process, and comprehend the critical elements of information about what is happening to the team with regards to AZ DES Protective Services' mission. More simply, it's *knowing what is going on around you*.

**OIG2016-11** **2.5 Hours**

**Best Practices When Dealing with Difficult People**

This course is designed to provide you with strategies and tools to handle individuals that present "difficult" behaviors making every interaction positive.



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

Introduction to Protective Officer Authority, Responsibility & Purpose

I. INTRODUCTION

- A. Instructor – (self) introduction.  
1. Information on Core Values of DES  
2. Mission of OIG, Protective Services

B. Preview of performance objectives.

C. Opening statement and purpose.

If you are going to function as a Protective Services Officer for the AZ DES, you need to know the primary responsibility and limits of your authority. The information that you will receive from this class will help you understand your responsibilities and will also assist you in understanding the special relationship you have between yourself and other employees, who rely on your to do your job in a professional manner.

*Introduction of students, background; prior expertise or training.*

II. UNDERSTANDING THE POSITION, ITS RESPONSIBILITIES AN LEGAL AUTHORITY LIMITATIONS.

A. Why did the Protective Service Officer become a reality?

1. The San Bernardino Incident.

The shooting of several persons at a State agency with no means to counter the threat, present.

Director of DES discovered AZ DES had not immediate protocol or security to counter any such incident if one occurred at a DES location.

No adequate security measures in place for any of the locations under his direction.

Threat assessments done, indicated the need for a centralized Unit to have interdiction capabilities and provide better equipped personnel; improved security culture was necessary; AZ DES was vulnerable.

Assessment identified a primary core of locations that needed upgraded security measures; i.e. the Protective Services Officer.

*2nd largest Agency in the State of AZ.*

*Several offices had prior incidents of violence.*



Office of Inspector General  
Protective Services  
**LESSON PLAN COVER SHEET**

<b>Introduction to Protective Officer Authority, Responsibility &amp; Purpose</b>		<b>HOURS: 6</b>	
DATE FIRST PREPARED: September 8, 2016	PREPARED BY: Reynolds Nejo		
DATE REVISED/REVIEWED: September 28, 2016	BY: Charles Loftus and Carlos Contreras		
DATE REVISED / REVIEWED: (Please Circle one)	BY:		
DATE REVISED / REVIEWED: (Please Circle one)	BY:		
DATE REVISED / REVIEWED: (Please Circle one)	BY:		
LIST ANY PREREQUISITES: None			
LEAD INSTRUCTOR: Darryl Rivers	BACK-UP INSTRUCTOR(s): Mark Roberts & Reynolds Nejo		
APPROVAL NUMBER: OIG-2016-01			
COURSE DESCRIPTION: Introduction to Protective Officer Authority, Responsibility & Purpose.			
INSTRUCTOR REFERENCES: DES Policy & Procedures A.R.S. Rules of Civil Procedures	TRAINING AIDS, EQUIPMENT, MATERIALS: PowerPoint based presentation with handouts and class exercises.		
METHOD OF INSTRUCTION: In person, lecture with practical exercises.	PRE-TEST:                      Yes      No		
	POST-TEST:                      Yes      No		
SUCCESS CRITERIA: Attendance of class			
<b>PERFORMANCE OBJECTIVES:</b> <ol style="list-style-type: none"> <li>1. Have a working knowledge of their responsibilities as unformed Protection Officers assigned to the security of AZ DES properties, employees and general public accessing AZ DES buildings &amp; offices.</li> <li>2. Understand and comply with AZ DES Policies regarding first responder techniques, operational communications and first aid.</li> <li>3. Understand civil limitations of Protective Service Officers.</li> </ol>			
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date
	Title (Type or Print)	Agency Name (Type or Print) Department of Economic Security Office of the Inspector General	



## MISSION

The mission of the Protective Services Division is to provide a safe working environment to Department of Economic Security clients and colleagues in support of their essential duties statewide. PSA's goal is to keep DES employees and clients safe and secure in the advancement of DES' mission and agency-wide goals.

## VISION

To provide protective services DES clients and colleagues. To strive for a culture bonded in the highest ethical and professional standards in response to community needs at all times by maintaining a workforce having pride, professionalism, courteous and confident members

## VALUES

Integrity

Professionalism

Accountability

Diversity

Teamwork

Promotion and support of an organizational climate of trust and respect.

Atmosphere that allows for innovation and change in the delivery of quality,  
public safety and security services



## CODE OF CONDUCT

There are ten elements to the code of ethics for DES Protective Service Officers. The code is as follows:

*In my capacity as a DES Protective Service Officer hired to prevent, report and deter crime, I pledge:*

1. To protect human life and property, in that order, and only under conditions of extreme necessity and as an absolute last resort will deadly force be used; to prevent and reduce crime committed against the Arizona Department of Economic Security, or other organizations and institutions to which I am assigned; abide by the constitution of the United States, and the laws of Arizona.
2. To carry out my duties with honesty and integrity and to maintain the highest moral principles.
3. To faithfully, diligently and dependably discharge my duties, and to uphold the laws, policies and procedures that protect the rights of others.
4. To discharge my duties truthfully, accurately and prudently without interference of personal feelings, prejudices animosities or friendships to influence my judgments.
5. To report any violation of law or rule or regulation immediately to my supervisors.
6. To respect and protect information considered confidential and privileged by my employer or client, except where their interests are contrary to the law or this code of ethics.
7. To cooperate with all recognized and responsible law enforcement agencies within their jurisdiction.
8. To accept no compensation, commission, gratuity, or other advantage without knowledge and consent of my employer.
9. To conduct myself professionally at all times, and to perform my duties in a manner that reflects credit upon myself, my employer and the security profession.
10. To continually improve my performance by seeking training and educational opportunities that better prepare me to carry out my security duties.

*I acknowledge that I have read and that I understand the Code of Conduct.*

_____ *Print Name*

_____ *Signature*

_____ *Date*



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

Introduction to Protective Officer Authority, Responsibility & Purpose

2. What is a Protective Services Officer?

As part of a large centralized unit he/she is the first responder to any situation that occurs on any property under the jurisdiction of the AZ DES.

The PSO is the first line of defense for the office and first point of contact for the public who transact business at those offices.

The PSO is not a sworn peace officer and does not have peace officer authority.

The duties of the PSO are outlined in Protective Services Policy #1.

*Provide copy of Protective Services Policy #1.*

B. Review the Policy guidelines and standards of the position with the students.

1. Explain the responsibilities of first responder.
2. Explain the legal limitations of being a sworn civilian and not a peace officer.
3. Explain the relationship between the Protective Services Officer and the other DES employees.

*ARS 13-403, 13-404  
ARS 13-3889*

*Chain of Command;  
Office conflict  
resolution with office  
supervision staff.*

C. Final review of course.

1. Go over points of Policy.
2. Answer all questions.
3. Have each student explain their understanding of the following:
  - a. What is the primary responsibility of a Protective Service Officer?
  - b. Explain the difference between the powers of a peace officer and a Protective Services Officer.
  - c. Describe the meaning of "Samaritanus Protectores."

*Why is that  
relationship  
important?*

III. EXIT COMMENTS





Office of Inspector General  
Protective Services  
**LESSON PLAN COVER SHEET**

<b>DES EMERGENCY PLAN</b>		<b>HOURS: 1</b>	
DATE FIRST PREPARED: September 8, 2016		PREPARED BY: Reynolds Nejo	
DATE REVISED/REVIEWED: September 28, 2016		BY: Charles Loftus and Carlos Contreras	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
LIST ANY PREREQUISITES: None			
LEAD INSTRUCTOR: Darryl Rivers		BACK-UP INSTRUCTOR(s): Reynolds Nejo & Mark Roberts	
APPROVAL NUMBER: OIG-2016-02			
COURSE DESCRIPTION: Emergency Procedure Handbook			
INSTRUCTOR REFERENCES: AZ DES Emergency Procedures Handbook		TRAINING AIDS, EQUIPMENT, MATERIALS: Handouts	
METHOD OF INSTRUCTION: In person lecture.		PRE-TEST:            Yes    No XX	
		POST-TEST:            Yes    No XX	
SUCCESS CRITERIA: Attendance of class			
PERFORMANCE OBJECTIVES:			
<ol style="list-style-type: none"> <li>1. Have a working knowledge of their responsibilities in the event of various emergency incidents that could occur on or adjacent to AZ DES property</li> <li>2. Have working knowledge of &amp; comply with the AZ DES Emergency Procedures Handbook Policies regarding first responder techniques, operational communications and first aid application.</li> </ol>			
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date
	Title (Type or Print)	Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

DES EMERGENCY PLAN

I. INTRODUCTION

- A. Instructor – (self) introduction.
- B. Preview of performance objectives.
- A. Opening statement and purpose.

If you are going to function as a Protective Services Officer for the AZ DES, you need to know the primary responsibility you will be expected to perform in the event of a medical, fire or other hazardous emergency that could occur on shift. The information that you will receive from this class will help you understand your responsibilities and will also assist you in understanding how you apply the established polices of the AZ DES Emergency Procedures Handbook in a safe and effective manner.

II. UNDERSTANDING THE AZ DES EMERGENCY RESPONSE PLAN.

- 1. Using the Handbook, introduce the students to the DES established emergency protocols.
- 2. Explain that it was designed to cover all locations and that some of its information (as printed) may not specifically apply to every location the sameway.
  - a. Add that the test was originally written to cover actions of civilian employees and not Protective Officers.
- 3. Explain that the Handbook was created by the Office of Facilities Management and while it calls for them to be notified, Protective service Officers will notify their chain of command, who will carry any questions about the Handbook procedures to OFM.
- 4. If an Officer should notice an emergency procedure in need of update or revision, they will report this information to their supervisor who will review its content to recommend further action.

** Opportunity: Provide a copy of the Handbook to the student prior to attending the course.*

*And instruct them to look over the Handbook before coming to the course*



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

DES EMERGENCY PLAN

5. Inquire as to pending questions about the Handbook before proceeding to next part of instruction.
  - a. Using the Handbook as a guide, present each protocol in sequence.

**III. THE EMERGENCY PROCEDURES HANDBOOK**

1. Introduction.
2. Building Evacuation
3. 911, Emergency Response Procedures
4. Emergency Response Teams
5. Fire
6. Evacuation of Persons with Disabilities
7. Medical Emergencies
8. Hazardous Materials
9. Bomb Threat or Suspicious Activities; Bomb Threat Checklist
10. Natural Disasters
11. Security Tips; Avoiding Workplace Violence
12. National Terrorism Advisor System
13. Indoor Air Quality
14. Indecent Reporting

**IV. FOLLOW UP QUESTIONS FOR EACH TOPIC**

**V. EXIT COMMENT**

*Use the Handbook to cover each topic in sequence.*

*Following each topic, give a practical scenario to the students to gauge their understanding of the covered material.*



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

ACTIVE SHOOTER

**I. INTRODUCTION**

- A. Instructor – (self) introduction.
- B. Preview of performance objectives.
- C. Opening statement and purpose.

As a Protective Services Officer for the AZ DES, you will be the first line of defense for staff members and clientele in the event of an active shooter. You will need to know how to prevent and combat active shooters. The information that you will receive from this course will help you understand your responsibilities and will also assist you in the application of sound techniques, practices, and protocol for such events.

**II. WHAT IS AN ACTIVE SHOOTER**

- 1. Identify the difference between an active shooter situation versus a singular shooting.
- 2. Define the potential motives of an active shooter
- 3. Review recent and past active shooter events

**III. PREVENTING AND COMBATING ACTIVE SHOOTERS**

- 1. Recognizing target rich environments
- 2. Ingress and Egress
- 3. 911, Emergency Response Procedures
- 4. Emergency Response Teams
- 5. Search, Locate, and Neutralize
- 6. Working with LEOSA Personnel

**IV. FOLLOW UP QUESTIONS FOR EACH TOPIC**

**V. EXIT COMMENTS**



Office of Inspector General  
Protective Services  
**LESSON PLAN COVER SHEET**

<b>ACTIVE SHOOTER</b>		<b>HOURS: 4</b>									
DATE FIRST PREPARED: September 8, 2016		PREPARED BY: Reynolds Nejo									
DATE REVISED/REVIEWED: September 28, 2016		BY: Charles Loftus and Carlos Contreras									
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:									
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:									
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:									
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:									
LIST ANY PREREQUISITES: None											
LEAD INSTRUCTOR: Darryl Rivers		BACK-UP INSTRUCTOR(s): Reynolds Nejo & Mark Roberts									
APPROVAL NUMBER: OIG-2016-03											
COURSE DESCRIPTION: Active Shooter Training curriculum for PSO/LEOSA Responders											
INSTRUCTOR REFERENCES: AZ DES Emergency Procedures Handbook		TRAINING AIDS, EQUIPMENT, MATERIALS: PowerPoint Presentation, handouts and class exercises.									
METHOD OF INSTRUCTION: In person lecture with practical exercises.		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;"><b>PRE-TEST:</b></td> <td style="padding: 2px 5px; text-align: center;">Yes</td> <td style="padding: 2px 5px; text-align: center;">No</td> <td style="padding: 2px 5px; text-align: center;">XX</td> </tr> <tr> <td style="padding: 2px 5px;"><b>POST-TEST:</b></td> <td style="padding: 2px 5px; text-align: center;">Yes</td> <td style="padding: 2px 5px; text-align: center;">No</td> <td style="padding: 2px 5px; text-align: center;">XX</td> </tr> </table>		<b>PRE-TEST:</b>	Yes	No	XX	<b>POST-TEST:</b>	Yes	No	XX
<b>PRE-TEST:</b>	Yes	No	XX								
<b>POST-TEST:</b>	Yes	No	XX								
SUCCESS CRITERIA: Attendance of class											
<b>PERFORMANCE OBJECTIVES:</b> 1. Understand what an active shooter is. 2. Understand the protocol for preventing and combating active shooters. 3. Demonstrate proficiency in locating, confronting and neutralizing active shooters											
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date								
	Title (Type or Print)	Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General									



Office of Inspector General  
Protective Services  
**LESSON PLAN COVER SHEET**

<b>USE OF FORCE</b>		<b>HOURS: 12</b>	
DATE FIRST PREPARED: September 8, 2016		PREPARED BY: Darryl Rivers	
DATE REVISED/REVIEWED: September 28, 2016		BY: Charles Loftus, Carlos Contreras and Reynolds Nejo	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
LIST ANY PREREQUISITES: None			
LEAD INSTRUCTOR: Darryl Rivers		BACK-UP INSTRUCTOR(s): Reynolds Nejo & Mark Roberts	
APPROVAL NUMBER: OIG-2016-04			
COURSE DESCRIPTION: Use of Force; Firearms; Defensive Tactics and Less Lethal			
INSTRUCTOR REFERENCES:		TRAINING AIDS, EQUIPMENT, MATERIALS:	
METHOD OF INSTRUCTION: In person lecture and practical exercises.		PRE-TEST:                      Yes      No	
		POST-TEST:                      Yes      No	
SUCCESS CRITERIA: Demonstrated proficiency			
PERFORMANCE OBJECTIVES:			
<ol style="list-style-type: none"> <li>1. Defensive techniques to negate another's use of force</li> <li>2. Application of force to escalate and de-escalate</li> <li>3. Control techniques and pressure points</li> </ol>			
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date
	Title (Type or Print)	Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

USE OF FORCE

**I. INTRODUCTION**

- A. Instructor – (self) introduction.
- B. Preview of performance objectives.
- C. Opening statement and purpose.

The various fighting disciplines of the world teach a wide variety of techniques and tactics directed toward the positive resolution of a physical confrontation. There is no problem in availability of effective techniques, but rather the proper selection of those techniques best suited to the specific needs of the individual applying them. You will be furnished with the most applicable techniques for you position as a PSO.

**II. USE OF FORCE TECHNIQUES**

- A. Proper stance for balance and optimal effectiveness for defensive and offensive techniques.
- B. Defensive countermoves.
  - 1. Blocking
  - 2. Parrying
  - 3. High level changes
  - 4. Breaking holds
- C. Offensive countermoves
  - 1. Striking
  - 2. Trapping
  - 3. Control holds
  - 4. Pressure points
- D. Weapons retention
  - 1. Multiple attackers
- E. Control techniques
  - 1. O'Donnell Continuous Control System (OCCS)
  - 2. Pressure Point Control Tactics (PPCT)
- F. Defense from Mixed Martial Arts techniques
  - 1. Less than lethal alternatives



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

USE OF FORCE

III. USE OF FORCE PHILOSOPHY AND MINDSET

- A. Why do we use force
- B. When do we use force
- C. Understanding your desired outcome
- D. Liabilities
- E. Proper escalation and de-escalation

VI. USE OF FORCE JUSTIFICATION AND FIREARMS

- A. Unavailability of justification defense
  - 1. Even though a person is justified in threatening or using physical force or deadly physical force against another, if in doing so such person:
    - a. Recklessly injures or kills an innocent third person.
    - b. Justification is unavailable.
- B. Justification; execution of public duty
  - 1. Justification applies if:
    - a. A reasonable person would believe such conduct is required or authorized to assist a peace officer in the performance of such officer's duties.
- C. Justification; use of physical force
  - 1. A person responsible for the maintenance of order in a place where others are.
  - 2. To the extent necessary to maintain order or preserve life.
- D. Justification; self-defense
  - 1. You are justified in threatening or using physical force against another when you believe that it is immediately necessary to protect yourself against the other's use or attempted use of unlawful physical force.
  - 2. You are not justified if you respond to verbal provocation Alone.

ARS 13-402





Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

USE OF FORCE

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <p>E. Justification; use of deadly physical force</p> <ol style="list-style-type: none"><li>1. You are justified in threatening or using deadly physical force against another:<ol style="list-style-type: none"><li>a. When you believe that deadly physical force is immediately necessary to protect yourself against the other trying to seriously harm or kill you.</li></ol></li></ol>                                                                                                                                                                                                                               | <p>ARS 13-406</p> |
| <p>F. Justification; defense of a third person</p> <ol style="list-style-type: none"><li>1. you are justified in threatening or using physical force or deadly physical force against another to protect a third person if, you believe another person is threatening or using physical or deadly physical force against a third person you're trying to protect</li></ol>                                                                                                                                                                                                                                                 | <p>ARS 13-408</p> |
| <p>G. Justification; use of physical force in defense of property</p> <ol style="list-style-type: none"><li>1. You are justified in using physical force against another when you believe it is necessary to prevent an attempt or commission by the other person of theft or criminal damage involving property under your control.</li></ol>                                                                                                                                                                                                                                                                             | <p>ARS 13-421</p> |
| <p>H. Justification; defensive display of a firearm</p> <ol style="list-style-type: none"><li>1. The defensive display of a firearm by you is justified when you it is immediately necessary to protect yourself against the use or attempted use of unlawful physical force or deadly physical force.</li><li>2. "Defensive display of a firearm" includes:<ol style="list-style-type: none"><li>a. Verbally informing another person that you have available a firearm.</li><li>b. Exposing or displaying your firearm.</li><li>c. Placing your hand on a firearm while it is still in your holster.</li></ol></li></ol> | <p>ARS 13-413</p> |
| <p>I. Vicarious Liability</p> <ol style="list-style-type: none"><li>1. No civil liability for justified conduct<br/>No person in this state shall be subject to civil liability for engaging in conduct otherwise justified pursuant to the provisions of this chapter.</li></ol>                                                                                                                                                                                                                                                                                                                                          |                   |



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

USE OF FORCE

**V. AUTHORIZED FIREARMS**

- A. Before any firearm is carried on duty
1. The weapon shall be a department-authorized weapon with an authorized holster.
  2. Firearms Training shall inspect the weapon system and holster.
  3. Employees shall demonstrate proficiency, qualify with each weapon, and complete the appropriate training.
  4. The Department shall provide firearms training and ammunition for weapons carried in an on-duty capacity.
- B. Primary Handgun  
A primary handgun is a full-sized semiautomatic handgun with a picatinny or utility rail located on the frame which accepts a weapon mounted flashlight. Refer to current approved Primary Handgun list maintained by Firearms Training.
1. Primary handguns shall be fully loaded and shall be carried with at least two additional magazines while an employee is in uniformed carry and a minimum of one extra magazine while an employee is in non-uniformed carry.
  2. Primary handguns shall be carried at all times while employees are on duty.
  3. Modifications or accessories not approved by Firearms Training are prohibited.

**VI. FOLLOW UP QUESTIONS FOR EACH TOPIC**

**VII. EXIT COMMENTS**



Office of Inspector General  
Protective Services  
**LESSON PLAN COVER SHEET**

<b>AZ POST SHOOT</b>		<b>HOURS: 4</b>	
DATE FIRST PREPARED: November 08, 2016		PREPARED BY: Charles Loftus	
DATE REVISED/REVIEWED: November 15, 2016		BY: Reynolds Nejo	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
LIST ANY PREREQUISITES: AZPOST Full Authority Police Officer			
LEAD INSTRUCTOR: William Shantz		BACK-UP INSTRUCTOR(s): Reynolds Nejo	
APPROVAL NUMBER: OIG-2016-04AZPOST			
COURSE DESCRIPTION: The purpose of the 50-Shot Daytime Semi-Automatic Qualification Course is to directly assess the skills identified as those needed to perform in the capacity of a Sworn Peace Officer armed with a Semi-Automatic Pistol.			
INSTRUCTOR REFERENCES: AZPOST R13-4-116 ( E )		TRAINING AIDS, EQUIPMENT, MATERIALS: 50 rounds of duty ammunition service handgun, three (3) magazines, pouch, holster, and eye and ear protections	
METHOD OF INSTRUCTION: Skill Drills		PRE-TEST:                      Yes      No	
		POST-TEST:                      Yes      No	
SUCCESS CRITERIA: Maximum score 250, 210 minimum using service handgun and ammunition.			
PERFORMANCE OBJECTIVES: <ol style="list-style-type: none"> <li>1. Basic Markmanship</li> <li>2. Movement</li> <li>3. Weapon manipulation, to include reloading and basic pistol malfunction clearance</li> </ol>			
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date
	Title (Type or Print)	Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

Introduction to Protective Officer Duty Station Basic Operations

- 2) When the Code related activity is done, you list the stop time and resume your patrol time.
4. The log should be completed daily but must be turned in by no later than the close of business on the next scheduled shift.
  - a. Demonstrate the log with a copy for each of the students.

*Policy #4*

**VI. POST ORDERS**

- A. Designed to provide an outline of the duties an Officer will perform at a specific site or location.
- B. Incorporate daily and emergency procedures for officers and supervisors.
- C. May be general or detailed in descriptions.
- D. Will be prepared by the PSA Supervisor for that location.
  1. Site specific.
- E. Every Officer will expected to have a working knowledge of the POST ORDERS to the site they are assigned.
  1. Creates a protection against undue liability.

**VIII. EXIT COMMENTS**



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

Introduction to Protective Officer Duty Station Basic Operations

- B. Fire Alarm
1. Follow procedures in AZ DES Emergency Handbook.
  2. Respond to scene and determine if valid or false alarm.
  3. Review location Evacuation Plan.

*Policy #12*

- C. Patrol Function
1. Visible Deterrent.
  2. Do not follow the same pattern.
  3. Check all areas in building.
  4. Stationary post, be vigilant.
  5. Learn your location.

V. DOCUMENTING DAILY ACTIVITY

- A. The Daily Security Officer's Log is used to document the daily activities.
- B. The Log provides a record of Officers' conduct and issue handled during their respective shifts.
- C. The Log is set up with simple explanations of the most common types of activity that an Officer will encounter.
- D. Follow the guidelines in Policy #12 to fill in the information.
1. Location, Date, Officer; are all self-explanatory.
  2. Using the Codes for activity.
    - a. These are listed to document the specific type of activity that an officer will do.
    - b. Enter the time you started and the time you ended the activity listed in the related Code.
  3. Patrol time is not listed as a Code related activity.
    - a. It's what you are doing if not on a fixed position.
    - b. A Code related activity can occur during your Patrol time.
      - 1) In that instance you would start & stop your patrol time when the activity started and handle it.

*Copy of Daily Log*



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

Introduction to Protective Officer Duty Station Basic Operations

**I. INTRODUCTION**

- A. Instructor – (self) introduction.
  - 1. Information on Code of Conduct of DES
  - 2. Mission of OIG, Protective Services

*Policy #3*

- B. Preview of performance objectives.

- C. Opening statement and purpose.

If you are going to function as a Protective Services Officer for the AZ DES, you need to know what basic duties you will perform, be aware that you represent the Protective Services at all times & document your daily activities.

**II. UNDERSTANDING THE IMPORTANCE OF A PROFESSIONAL APPEARANCE.**

*Policy #2*

- A. Proper attire or uniform with issued equipment, only will be worn.
  - 1. Standardized and recognizable appearance.
- B. Personal appearance groomed within standards.
- C. Only Firearm issued will be carried with duty issued ammunition.

**III. NOTIFICATION of LEAVE POLICY**

- A. ADOA Policy regarding leave notification is followed by AZ DES.
  - 1. Officers are responsible for notifying their supervisor for any leave request.
    - a. Includes being late for or missing any shift.

*Policy #5*

*Coverage needs to be maintained*

**IV. BASIC DUTIES AND RESPONSE CRITERIA**

- A. Accidental Alarm
  - 1. Respond and handle location.
  - 2. Notify supervisor
  - 3. Log Incident

*Policy #10*



# Office of Inspector General Protective Services LESSON PLAN COVER SHEET

<b>Introduction to Basic Operations</b>		<b>HOURS: 2.5</b>	
DATE FIRST PREPARED: September 8, 2016		PREPARED BY: Reynolds Nejo	
DATE REVISED/REVIEWED: September 28, 2016		BY: Charles Loftus and Carlos Contreras	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
LIST ANY PREREQUISITES: None			
LEAD INSTRUCTOR: Darryl Rivers		BACK-UP INSTRUCTOR(s): Reynolds Nejo & Mark Roberts	
APPROVAL NUMBER: OIG-2016-07			
COURSE DESCRIPTION: An outline of the daily basic duties of Protective Officers when assigned to their duty stations.			
INSTRUCTOR REFERENCES:		TRAINING AIDS, EQUIPMENT, MATERIALS:	
METHOD OF INSTRUCTION: In person lecture and practical exercises		PRE-TEST:            Yes    No	
		POST-TEST:            Yes    No	
SUCCESS CRITERIA: Attendance of class			
PERFORMANCE OBJECTIVES:			
<ol style="list-style-type: none"> <li>1. Have a working knowledge of their daily basic duties needed to perform.</li> <li>2. Understand and comply with Policies regarding attendance, appearance, uniform equipment.</li> <li>3. Understand how to fill out the Daily Security Log.</li> <li>4. Be aware of the Code of Conduct.</li> </ol>			
<b>AGENCY APPROVAL</b>	Name (Type or Print)		Signature
	Title (Type or Print)		Date
		Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

CRIMINAL LAW; CIVIL LIABILITY; POWERS OF ARREST; SEARCH & SEIZURE

otherwise justified pursuant to the provisions of this chapter.

VII. EXIT COMMENTS; QUESTIONS





Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

CRIMINAL LAW; CIVIL LIABILITY; POWERS OF ARREST; SEARCH & SEIZURE

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| <p>J. Justification; use of deadly physical force</p> <ol style="list-style-type: none"><li>1. You are justified in threatening or using deadly physical force against another:<ol style="list-style-type: none"><li>a. When you believe that deadly physical force is immediately necessary to protect yourself against the other trying to seriously harm or kill you.</li></ol></li></ol>                                                                                                                                                                                                                               | <p>ARS 13-406</p> <p>ARS 13-408</p> |
| <p>K. Justification; defense of a third person</p> <ol style="list-style-type: none"><li>1. you are justified in threatening or using physical force or deadly physical force against another to protect a third person if, you believe another person is threatening or using physical or deadly physical force against a third person you're trying to protect</li></ol>                                                                                                                                                                                                                                                 |                                     |
| <p>L. Justification; use of physical force in defense of property</p> <ol style="list-style-type: none"><li>1. You are justified in using physical force against another when you believe it is necessary to prevent an attempt or commission by the other person of theft or criminal damage involving property under your control.</li></ol>                                                                                                                                                                                                                                                                             | <p>ARS 13-421</p> <p>ARS 13-413</p> |
| <p>M. Justification; defensive display of a firearm</p> <ol style="list-style-type: none"><li>1. The defensive display of a firearm by you is justified when you it is immediately necessary to protect yourself against the use or attempted use of unlawful physical force or deadly physical force.</li><li>2. "Defensive display of a firearm" includes:<ol style="list-style-type: none"><li>a. Verbally informing another person that you have available a firearm.</li><li>b. Exposing or displaying your firearm.</li><li>c. Placing your hand on a firearm while it is still in your holster.</li></ol></li></ol> |                                     |
| <p>N. Vicarious Liability</p> <ol style="list-style-type: none"><li>1. No civil liability for justified conduct<ol style="list-style-type: none"><li>a. No person in this state shall be subject to civil liability for engaging in conduct</li></ol></li></ol>                                                                                                                                                                                                                                                                                                                                                            |                                     |



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

CRIMINAL LAW; CIVIL LIABILITY; POWERS OF ARREST; SEARCH & SEIZURE

- 3. Searches by non-law enforcement governmental employees.
  - a. Regardless of whether the search was initiated or facilitated by police, the exclusionary rule applies to searches conducted by a government employee if he "acted with the intent to assist the government in its investigatory or administrative purposes and not for an independent purpose."

ARS 13-401

VII. JUSTIFICATION IN USE OF FORCE

- A. Unavailability of justification defense
  - 1. Even though a person is justified in threatening or using physical force or deadly physical force against another, if in doing so such person:
    - a. Recklessly injures or kills an innocent third person.
    - b. Justification is unavailable.

ARS 13-402

- B. Justification; execution of public duty
  - 1. Justification applies if:
    - a. A reasonable person would believe such conduct is required or authorized to assist a peace officer in the performance of such officer's duties.

ARS 13-403

*To thwart a suicide attempt.*

- C. Justification; use of physical force
  - 1. A person responsible for the maintenance of order in a place where others are.
  - 2. To the extent necessary to maintain order or preserve life.

ARS 13-404

- D. Justification; self-defense
  - 1. You are justified in threatening or using physical force against another when you believe that it is immediately necessary to protect yourself against the other's use or attempted use of unlawful physical force.
  - 2. You are not justified if you respond to verbal provocation alone.

ARS 13-405



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

CRIMINAL LAW; CIVIL LIABILITY; POWERS OF ARREST; SEARCH & SEIZURE

- d. Inform offender of arrest at earliest opportunity.
- e. Perform a frisk, remove and secure any weapons.
- f. Handcuff violator(s) for safety.
- g. Remain with violator until Police arrive and take custody.
- h. Identify victim(s), obtain pertinent information and secure any evidence.
- i. When Capitol Police arrive, deliver the violator to them with all pertinent information and evidence.

V. SEARCH & SEIZURE AUTHORITY

A. Search & Seizure

- 1. There is no civil protection for conducting an unreasonable search of private property by security officer.
  - a. Liability created for loss or damage for non-consensual invasion of person's right to privacy.
  - b. Exception is "abandoned property" or found lost property or discovered unattended property.
    - 1) Intrusion is limited to following:
      - a) Discovery of weapon or contraband.
      - b) Recovery and security of valued item.
      - c) Identification of owner
  - c. Protection of State or employer interest.
    - 1) Caution: Consider employee right of privacy. Must be compelling to overcome Interest to privacy.
- 2. Protective Services Officers are not actual police agents, unless they conduct themselves at the direction of law enforcement.
  - a. Affects discovery of evidentiary items.
  - b. The totality of the circumstances will be considered whether Protective Services Officer acted as a police agent.

*Skinner v. Railway Labor Executives' Assn. (1989)*  
489 U.S. 602, 614.

*U.S. v. Attson (9th Cir. 1990)* 900 F.2d 1427, 1431



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

CRIMINAL LAW; CIVIL LIABILITY; POWERS OF ARREST; SEARCH & SEIZURE

commission or after an escape, or flees or forcibly resists before the person making the arrest has opportunity so to inform him, or when the giving of such information will imperil the arrest.

D. 13-3895. Weapons to be taken from person arrested

1. Any person making a lawful arrest may take from the person arrested all weapons which he may have about his person and shall deliver them to the magistrate before whom he is taken.

E. 13-3900. Duty of private person after making arrest

1. A private person who has made an arrest shall without unnecessary delay take the person arrested & deliver him to a peace officer, who shall without unnecessary delay take him before such magistrate. The officer so taking the person arrested before the magistrate shall make before the magistrate a complaint, which shall set forth the facts showing the offense for which the person was arrested.
2. If, however, the officer cannot make the complaint, the private person who delivered the person arrested to the officer shall accompany the officer before the magistrate and shall make to the magistrate the complaint against the person arrested.

F. Placing Violators in Custody:

Officers responding to a situation must remain alert and maintain communication with their supervisor.

1. Upon arrival:

- a. Ascertain if a crime has in fact been committed
- b. Radio or call for backup if needed, and request that Capitol Police respond to assist or transport persons in custody.
- c. Place offender in custody, using only the reasonable amount of force necessary to effect the arrest.



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CRIMINAL LAW; CIVIL LIABILITY; POWERS OF ARREST; SEARCH & SEIZURE

E. Civil Suit

1. Claim made for failure of officer to properly apply state law or claim of officer to have acted without lawful authority or beyond scope of authority.
2. Because act was thru a government action, tort claim may be a federal issue.
3. "General" VS "Punitive" damages
  - a. General damages will be those paid by the Agency or Department.
  - b. Punitive Damages are those paid for by the officer.
    - 1) Department cannot pay for these, even if they wanted to.

IV. AUTHORITY TO ARREST

A. 13-3881. Arrest; how made; force and restraint

1. An arrest is made by an actual restraint of the person to be arrested, or by his submission to the custody of the person making the arrest.
2. No unnecessary or unreasonable force shall be used in making an arrest, and the person arrested shall not be subjected to any greater restraint than necessary for his detention.

B. 13-3884. Arrest by private person

A private person may make an arrest:

1. When the person to be arrested has in his presence committed a misdemeanor amounting to a breach of the peace, or a felony.
2. When a felony has been in fact committed and he has reasonable ground to believe that the person to be arrested has committed it.

C. 13-3889. Method of arrest by private person

1. A private person when making an arrest shall

inform the person to be arrested of the intention to arrest him and the cause of the arrest, unless he is then engaged in the commission of an offense, or is pursued immediately after its



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B. Liability under State Statutes

1. 13-201. Requirements for criminal liability

The minimum requirement for criminal liability is the performance by a person of conduct which includes a voluntary act or the omission to perform a duty imposed by law which the person is physically capable of performing.

2. 13-204. Effect of ignorance or mistake upon criminal liability

a. Ignorance or a mistaken belief as to a matter of fact does not relieve a person of criminal liability unless:

- 1) It negates the culpable mental state required for commission of the offense; or
- 2) It supports a defense of justification as defined in chapter 4 of this title.

b. Ignorance or mistake as to a matter of law does not relieve a person of criminal responsibility.

*Brendlin v. California,  
549 U.S. 1263, 127  
S.Ct. 2400 (2007)*

C. Authority to Detain, not the same as for a Peace Officer.

1. There is no statutory authority for State Security officers to stop & detain a person for investigation.
2. Contacts by Protective Service Officers cannot force compliance by other person.

*TITLE 42 USC, Civil  
Tort*

D. A person is considered to be "seized" & entitled to challenge the government's action under the Fourth Amendment when an officer by means of physical force or show of authority, terminates or restrains another person's freedom of movement through means intentionally applied.

1. The allowed exception is the "consensual" contact.
  - a) The person contacted, consents or agrees to speak with the security officer.



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CRIMINAL LAW; CIVIL LIABILITY; POWERS OF ARREST; SEARCH & SEIZURE

- E. "Government Function"
  - 1. Any activity a public servant is authorized to do on behalf of a government of this state.
  
- F. "Public Servant"
  - 1. Any officer or employee of any branch of government, employed to perform a government function.
  
- G. "Possess" VS "Possession"
  - 1. Possess applies to the knowledge of having control over any property.
  - 2. Possession applies to having the actual control of any property.
  
- H. "Defacing" VS "Tampering"
  - 1. Defacing is the unnecessary act of marring any surface of any property without the permission of the owner.
  - 2. Tampering means any act of interference with any property without the permission of the owner.
  
- I. "Entry" VS "Enter or Remain Unlawfully"
  - 1. Entry defines the intrusion of any instrument or part of the body that crosses the external boundary of building or real property.
  - 2. Enter or Remain Unlawfully refers to the act of any person who enters or remains within any premises or property, when such entry or remaining is not licensed, privileged or authorized.

III. CIVIL LIABILITY

- A. DES Protective Service Officers do not possess peace officer authority to stop and detain a person for investigation.
  - 1. Defined purpose of Protective Officers contacts.
    - a. Falls under 1 of 3 categories.
      - 1) Protection of Personnel.
      - 2) Protection of Process.
      - 3) Protection of Property.

- a. Safety or lives threatened.
- b. Operations or daily business disrupted.
- c. Premises damaged, items stolen.



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Protective Services  
LESSON PLAN COVER SHEET

AZ POST SHOOT

**I. OVERVIEW**

50-shot daytime semi-automatic qualification course  
Target tq-19 and tq-21 (or silhouette as approved by board)  
maximum score 250, 210 minimum  
Using service handgun and ammunition per r13-4-116(e)

**II. PURPOSE**

The purpose of the 50-Shot Daytime Semi-Automatic Qualification Course is to directly assess the skills identified as those needed to perform in the capacity of a Sworn Peace Officer armed with a Semi-Automatic Pistol. Those skills include: basic marksmanship, movement, and weapons manipulation, to include reloading and basic pistol malfunction clearance. These skills are assessed at distances likely to be encountered through an analysis of officer involved shooting incidents in Arizona.

**II. DEFINITIONS**

**A. Immediate action drill (malfunction clearance)**

If the weapon fails to fire, the officer must immediately react by going into Phase One (1) of the Two (2) phase, immediate action drill.

Phase One - While assessing the situation:

1. Tap the base of the magazine and make sure it is seated properly.
2. Rack the slide hard to the rear while rolling the firearm 90° right.
3. **Assess threat** and fire if necessary.

**B. Empty Reload**

The weapon's magazine and chamber are empty. The slide should lock back, but it may not. The key to an effective empty reload is to do two (2) things at one (1) time:

1. The shooting hand depresses the magazine release while at the same time the support hand acquires a fresh magazine from the pouch. Most shooters will have to alter the firing grip to reach the magazine release. Left-handed shooters use the trigger finger to release the magazine.





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AZ POST SHOOT

4. The magazine is inserted and seated.
5. A round must be chambered.
6. If the slide is locked back, the preferred method for the combat shooter is to manipulate the slide. If the slide did not lock back, the slide must be manipulated

C. Tactical Reload

In a tactical reload, the weapon is not empty. The partially loaded magazine which is in the gun is replaced with a fully loaded magazine. The partially loaded magazine is retained on the shooter's body.

Traditionally Defined Tactical Magazine Exchange

1. The support hand attains a proper grip on a fresh magazine from the magazine pouch. As the magazine is brought to the weapon, the support hand shifts the magazine between the index and middle fingers.
2. The side of the index finger and the pad of the thumb grip the seated magazine floorplate, not the fingertips.
3. The shooting hand depresses the magazine release.
4. The partial magazine is withdrawn and the fresh magazine is seated.
5. The thumb/index finger technique works better for small-handed shooters.
6. The retained, partially-loaded magazine is then placed in a pocket or in the waistband.

D. Magazine Reload with Retention

1. The partially loaded magazine which is in the gun is removed from the firearm.
2. This magazine is stowed on the shooter's body; retained in a fashion that if movement is need this magazine would not dislodge and drop.
3. A fully loaded magazine is attained from the magazine pouch.
4. This magazine is fully inserted and seated into the gun.



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AZ POST SHOOT

**Designated Shots:**

**Designated Center of Mass (COM) Shots:** Shots which are designated as "center of mass" hits are scored hits if they are in the main body of the silhouette target. Designated center of mass shots which hit the designated "head" area are scored as a miss (zero points).

**Designated Head Shots:** Shots which are designated "head" hits are scored as five (5) points or zero (0) points - a miss. A Head Shot is defined as:

**TQ-19 Target:** The lower boundary of the head shot is delineated by (placing) a horizontal line which is 7 ¼ inches down from the already marked, horizontal and top boundary line of the designated head area of the TQ-19. This top boundary line is in the forehead area of the silhouette.

**TQ-21 Target:** the head shot is defined by the complete solid line which encompasses the temple, face, cheek and chin areas.



# Office of Inspector General Protective Services LESSON PLAN COVER SHEET

<b>SELF PRACTICE RANGE TIME</b>		<b>HOURS: 1</b>	
DATE FIRST PREPARED: November 15, 2016		PREPARED BY: Charles Loftus	
DATE REVISED/REVIEWED:		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
LIST ANY PREREQUISITES: AZPOST Full Authority Police Officer			
LEAD INSTRUCTOR: N/A		BACK-UP INSTRUCTOR(s):	
APPROVAL NUMBER: OIG-2016-04SPRT			
COURSE DESCRIPTION: Self - initiated firearm practice range time that allows Sworn employees the opportunity to develop their firearm skills.			
INSTRUCTOR REFERENCES:		TRAINING AIDS, EQUIPMENT, MATERIALS: 50 rounds of practice ammunition; duty weapon and magazines; eye and ear protection	
METHOD OF INSTRUCTION: Self – initiated practice		PRE-TEST:	Yes    No
		POST-TEST:	Yes    No
SUCCESS CRITERIA:			
PERFORMANCE OBJECTIVES: 1. Firearm skill development and proficiency			
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date
	Title (Type or Print)	Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General	



**Office of Inspector General**  
1789 W. JEFFERSON  
PHOENIX, ARIZONA 85007

**SELF PRACTICE RANGE TIME**

**OBJECTIVE:** To improve proficiency in firearms.

Sworn employees, are authorized to be issued 50 rounds of practice ammunition per month, for self-directed firearms training.

**PLEASE CHECK THE BOX THAT IDENTIFIES AT LEAST ONE SKILL  
IN WHICH YOU PRACTICED TODAY.**

- Draw and Fire
- Immediate Action Drill (malfunction clearance)
- Tactical Reloads
- Empty Gun Reload
- AZ POST Semi-Automatic Qualification Course
- Sight Picture and Trigger Control
- Designated Shots

**EMPLOYEE INFORMATION:**

Name:	Signature:	Date:
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## Office of Inspector General

1789 W. JEFFERSON  
PHOENIX, ARIZONA 85007

### Firearms Safety Rules

You are required to read and review the firearms safety rules as stated below. Please check each box to acknowledge your understanding of the importance of adherence to these rules and their application.

#### **The Four Cardinal Firearms Safety Rules ALWAYS apply, even in dry fire practice!**

- Treat every firearm as if it is loaded.
- Do not point your firearm at anything you are not willing to kill or destroy.
- Keep your finger along the frame/receiver and off the trigger until you are on target and have decided to fire.
- Be sure of your target and what is beyond
- I understand to the fullest extent the following rules for safe firearms practice; and that these rules have been put in place for my safety, as well as those around me.

#### **Employee Responsibilities**

1. Employees are responsible for the safe handling and storage of their personally-owned and assigned duty weapons both on and off-duty. Extra attention and care must be taken to avoid unintentional or negligent discharges.
2. All firearms shall be lubricated and reloaded prior to leaving the range. All firearms shall be cleaned prior to the employee's next scheduled shift.

#### **Self-Practice Training Records Documentation**

1. Training shall be recorded on a Self-Practice Training Form with the original and this acknowledgement form forwarded to the training coordinator.
2. All training documents shall be accurate, legible and forwarded to the training coordinator within 15 working days.



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

SELF PRACTICE RANGE TIME

**I. PURPOSE**

Self - initiated firearm practice range time that allows Sworn employees the opportunity to develop their firearm skills and gain proficiency

Sworn employees, are authorized to be issued 50 rounds of practice ammunition per month, for self-directed firearms training.

1. Draw and Fire
2. Immediate Action Drill (malfunction clearance)
3. Tactical Reloads
4. Empty Gun Reload
5. AZ POST Semi-Automatic Qualification Course
6. Sight Picture and Trigger Control
7. Designated Shots



Office of Inspector General  
Protective Services  
**LESSON PLAN COVER SHEET**

<b>RADIO PROCEDURES</b>		<b>HOURS: 2</b>	
DATE FIRST PREPARED: September 8, 2016		PREPARED BY: Reynolds Nejo	
DATE REVISED/REVIEWED: September 28, 2016		BY: Charles Loftus and Carlos Contreras	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
LIST ANY PREREQUISITES: None			
LEAD INSTRUCTOR: Darryl Rivers		BACK-UP INSTRUCTOR(s): Reynolds Nejo & Mark Roberts	
APPROVAL NUMBER: OIG-2016-05			
COURSE DESCRIPTION: An outline of the radio procedures and codes utilized by the AZ DES OIG, Protective Services Officers for daily operations and emergencies.			
INSTRUCTOR REFERENCES:		TRAINING AIDS, EQUIPMENT, MATERIALS:	
METHOD OF INSTRUCTION:		PRE-TEST:            Yes    No	
		POST-TEST:            Yes    No	
SUCCESS CRITERIA: Attendance of class			
PERFORMANCE OBJECTIVES:			
<ol style="list-style-type: none"> <li>1. Have a working knowledge of proper radiousage.</li> <li>2. Understand emergency transmission procedures.</li> <li>3. Have a working knowledge of most of the common radio they will use in their daily operations.</li> </ol>			
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date
	Title (Type or Print)	Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
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LESSON PLAN COVER SHEET

**RADIO PROCEDURES**

**I. INTRODUCTION**

- A. Instructor – (self) introduction.
  - 1. Information on importance of concise radio communications for daily operations
- B. Preview of performance objectives.
- C. Opening statement and purpose.

If you are going to function as a Protective Services Officer for the AZ DES, you need to know the basic operations of standard radio communications as they apply to AZ DES Protective Services functions.

*Day-to-day communications differ from emergency transmissions.*

**II. RADIO CODES**

- A. 10-CODES
  - 1. Basic Identifier
  - 2. Alpha Identifier
  - 3. Phonetic Alphabet
- B. DESCRIPTOR CODES
  - 1. Incident Type codes
  - 2. Used instead of "plain talk"
- C. DISPOSITION CODES
  - 1. Give status of incident

*Training is key.*

*Hand out copy of Policy #10.*

*Provide example of each type of code in practical transmission.*

*Complete transmission*

**III. GENERAL RADIO PROCEDURES**

- A. Use standard "from-to" format
  - a. "From" Initiating officer – "To" acknowledging officer
- B. Use Phonetic alphabet and Alpha identifier
- C. Use 10-code & Alpha Identifier to acknowledge

*Demonstrate for students*

**IV. EMERGENCY PROCEDURES**

- A. Designed to save an officer's life.
  - 1. Follow general Police procedures and call signs.
  - 2. In an emergency, no time to think about what to say.

*Demonstrate and go over the guidelines in policy and insure the student knows the procedures.*





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LESSON PLAN COVER SHEET

RADIO PROCEDURES

B. CODE 900 CHECK WELFARE CALL

1. Designed to protect officer in the event of officer being disabled or not able to respond.

C. 999 BROADCAST

1. Critical to officer safety!

VI. EXIT COMMENTS – QUESTIONS

*Ensure student understands this is a life or death situation!*



# Office of Inspector General Protective Services LESSON PLAN COVER SHEET

<b>Introduction to Criminal Law, Civil Liability &amp; Search &amp; Seizure</b>		<b>HOURS: 4</b>	
DATE FIRST PREPARED: September 8, 2016		PREPARED BY: Reynolds Nejo	
DATE REVISED/REVIEWED: September 28, 2016		BY: Charles Loftus and Carlos Contreras	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
LIST ANY PREREQUISITES: None			
LEAD INSTRUCTOR: Darryl Rivers		BACK-UP INSTRUCTOR(s): Reynolds Nejo & Mark Roberts	
APPROVAL NUMBER: OIG-2016-06			
COURSE DESCRIPTION. An outline of the laws that affect the authority of the DES Protective Officer for the AZ DES, their justification of the use of force; the citizen's arrest and liability to conduct searches of persons and property.			
INSTRUCTOR REFERENCES:		TRAINING AIDS, EQUIPMENT, MATERIALS:	
METHOD OF INSTRUCTION:		PRE-TEST:                      Yes      No	
		POST-TEST:                      Yes      No	
SUCCESS CRITERIA: Attendance of class			
PERFORMANCE OBJECTIVES:			
<ol style="list-style-type: none"> <li>1. Have a working knowledge of the most general AZ State Criminal laws they may encounter as unformed Protection Officers assigned to the security of AZ DES properties, employees and general public accessing AZ DES buildings &amp; offices.</li> <li>2. Have a working knowledge of the importance of the 4 culpable mental states that constitute several offenses.</li> <li>3. Understand civil liability of Protective Service Officers.</li> <li>4. Understand the limitations &amp; liability of unreasonable search &amp; seizures.</li> </ol>			
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date
	Title (Type or Print)	Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

CRIMINAL LAW; CIVIL LIABILITY; POWERS OF ARREST; SEARCH & SEIZURE

I. INTRODUCTION

- A. Instructor – (self) introduction.
  - 1. Overview of course
- B. Preview of performance objectives.
- C. Opening statement and purpose.

*Introduction of students, background; prior expertise or training.*

II. UNDERSTANDING THE BASICS of AZ CRIMINAL LAW

A.R.S. TITLE 13

- A. Petty Offense VS Misdemeanor VS Felony
  - 1. Misdemeanor is a minor offense.
    - a. Reasonable physical force may be used to arrest offender.
  - 2. Felony is serious offense.
    - a. Physical force up to and including deadly force can be used to arrest offender.
  - 3. Petty Offense is punishable by fine only.
    - a. No authority to arrest or detain by citizen.
- B. "Culpable Mental State"; 4 types
  - 1. Intentionally
  - 2. Knowingly
  - 3. Recklessly
  - 4. Negligently
- C. "Physical Force" VS "Deadly Physical Force"
  - 1. Physical Force is the reasonable amount of force allowed to effect arrest of another.
  - 2. Deadly Physical Force is the amount force allowed to arrest or stop a subject that can cause death or serious physical injury.
- D. "Dangerous Instrument VS Deadly Weapon"
  - 1. Deadly Weapon is anything designed for lethal use it; includes a firearm.
  - 2. Dangerous Instrument is anything that can cause death or inflict serious injury under any circumstance in which it is used.

*a. You planned to do it.  
b. You meant to do it.  
c. You knew it could happen  
d. You should have known it could happen.*



Office of Inspector General  
Protective Services  
**LESSON PLAN COVER SHEET**

<b>Trauma Care</b>		<b>HOURS: 3</b>	
<b>DATE FIRST PREPARED:</b> September 8, 2016		<b>PREPARED BY:</b> John Stevens	
<b>DATE REVISED/REVIEWED:</b>		<b>BY:</b>	
<b>DATE REVISED / REVIEWED:</b> <small>(Please Circle one)</small>		<b>BY:</b>	
<b>DATE REVISED / REVIEWED:</b> <small>(Please Circle one)</small>		<b>BY:</b>	
<b>DATE REVISED / REVIEWED:</b> <small>(Please Circle one)</small>		<b>BY:</b>	
<b>DATE REVISED / REVIEWED:</b> <small>(Please Circle one)</small>		<b>BY:</b>	
<b>LIST ANY PREREQUISITES:</b> None			
<b>LEAD INSTRUCTOR:</b> John Stevens		<b>BACK-UP INSTRUCTOR(s):</b>	
<b>APPROVAL NUMBER:</b> OIG-2016-08			
<b>COURSE DESCRIPTION:</b> Recognition and Treatment of Medical Emergencies			
<b>INSTRUCTOR REFERENCES:</b>		<b>TRAINING AIDS, EQUIPMENT, MATERIALS:</b> Trauma Kits	
<b>METHOD OF INSTRUCTION:</b> In person lecture and practical exercises.		<b>PRE-TEST:</b> <b>Yes</b> <b>No</b>	
		<b>POST-TEST:</b> <b>Yes</b> <b>No</b>	
<b>SUCCESS CRITERIA:</b> Attendance of class			
<b>PERFORMANCE OBJECTIVES:</b>			
<ol style="list-style-type: none"> <li>1. Explain barriers to action and define check-call-care.</li> <li>2. Demonstrate proper check assessment procedures for unconscious and conscious adults, children and infants.</li> <li>3. Explain and list the procedure and information necessary when placing a 911 emergency call for professional medical help.</li> <li>4. Demonstrate specific skills tests for treatment of life threatening trauma.</li> <li>5. Demonstrate skill tests for use of a tourniquet.</li> <li>6. Explain the procedure of care for severe bleeding.</li> </ol>			
<b>AGENCY APPROVAL</b>	<b>Name (Type or Print)</b>		<b>Signature</b>
	<b>Title (Type or Print)</b>		<b>Date</b>
		<b>Agency Name (Type or Print):</b> Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

TRAUMA CARE

**I. INTRODUCTION**

A. Instructor – (self) introduction.

B. Preview of performance objectives.

1. First Aid, Good Samaritan laws, EMS System, Standards of Care
2. Recognizing and Responding to Emergencies, Avoiding Infectious Diseases
3. Basic Life Support: Rescue Breathing, Choking, CPR, AED
4. Bleeding & Wound Care, Shock, Burns
5. Head, Spinal, Chest, & Abdominal Injuries
6. Bone, Joint & Muscle Injuries
7. Sudden Illness: Cardiac, Stroke, Respiratory, Seizures, Diabetes
8. Heat, Cold, & Environmental Emergencies

C. Opening statement and purpose.

Knowing how to respond to a medical emergency is one of the most important skills a person can possess. This course will enable the student to intervene appropriately in an emergency before medical help arrives. The student will make appropriate decisions regarding comprehensive first aid care for life threatening bleed.

**II. EMERGENCY SITUATIONS**

- A. Citizen responder
- B. Emergency Medical Services (EMS) system
- C. Barriers to action
- D. Emergency action steps (check-call-care) e. 911

**III. PROPER CHECK PROCEDURES FOR UNCONSCIOUS AND CONSCIOUS VICTIMS**

- A. Body systems
- B. Assessment of unconscious persons
- C. Assessment of conscious persons



Office of Inspector General  
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TRAUMA CARE

**IV. LIFE-THREATENING CONDITIONS**

- A. Breathing emergencies
- B. Rescue breath technique
- C. Cardiac emergencies
- D. CPR
- E. Obstructed airway techniques for conscious and unconscious victims
- F. AEDs
- G. Severe bleeding
- H. Shock

**V. INJURIES**

- A. Soft tissue injuries
- B. Musculoskeletal injuries
- C. Immobilization (splinting) techniques

**VI. MEDICAL EMERGENCIES**

- A. Sudden illnesses (fainting, diabetes, seizures and stroke)
- B. Poisonings
- C. Insect bites and stings
- D. Substance abuse and misuse
- E. Heat and cold exposure

**VII. SPECIAL SITUATIONS**

- A. Rescue moves
- B. Special needs
- C. Delayed help

**VIII. EXIT COMMENTS**



Office of Inspector General  
Protective Services  
**LESSON PLAN COVER SHEET**

<b>DES Mandatory Computer Training and Unusual Incident Reports (UIRs)</b>		HOURS: 1.5	
DATE FIRST PREPARED: September 8, 2016		PREPARED BY: Reynolds Nejo	
DATE REVISED/REVIEWED: September 28, 2016		BY: Charles Loftus and Carlos Contreras	
DATE REVISED/REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED/REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED/REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED/REVIEWED: <small>(Please Circle one)</small>		BY:	
LIST ANY PREREQUISITES: None			
LEAD INSTRUCTOR: Darryl Rivers		BACK-UP INSTRUCTOR(s): Reynolds Nejo and Mark Roberts	
APPROVAL NUMBER: OIG-2016-09			
COURSE DESCRIPTION: An outline of the mandatory computer training Protective Officers must complete as a standard of their employment.			
INSTRUCTOR REFERENCES: AZ DES Mandatory Training List AZ HRIS/Y.E.S. Portal AZ DES Policy 1-07-02		TRAINING AIDS, EQUIPMENT, MATERIALS: Handouts and computer system	
METHOD OF INSTRUCTION: In person lecture and practical exercises.		PRE-TEST:                      Yes      No	
		POST-TEST:                      Yes      No	
SUCCESS CRITERIA: Attendance of class			
PERFORMANCE OBJECTIVES:			
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date
	Title (Type or Print)	Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

DES MANDATORY COMPUTER TRAINING AND UNUSUAL INCIDENT REPORTS (UIRS)

I. INTRODUCTION

- A. Instructor – (self) introduction.
  - 1. Provide overview of the requirement for new students to complete the mandatory DES CBT courses.
- B. Explain and insure each student is provided a "D" number and "EIN" to access the AZ YES & CBT screens.
- C. Opening statement and purpose.  
  
As a standard of employment for AZ DES every Protective Services Officer will need to successfully the mandated CBT Courses Training.





## FIREARMS QUALIFICATION SCORE SHEET 2017

Date: 02/16/2017	INSTRUCTOR NAME <i>W. Schantz</i>	BADGE <i>9446</i>	PLEASE CHECK TYPE OF SHOOT (Check only One) <input type="checkbox"/> Spring <input type="checkbox"/> Night <input checked="" type="checkbox"/> Standard Qual. <input type="checkbox"/> Fall <input checked="" type="checkbox"/> Judgment <small>(A separate sheet is required for each different type of shoot.)</small>
Range Name: Ben Avery			

NAME	BADGE	HANDGUN													
		<input checked="" type="checkbox"/> Primary Handgun			<input checked="" type="checkbox"/> Judgmental			Secondary/Back-up Handgun							
		Model	Serial #	Score 1	Score 2	Pass/Fail	Model	Serial #	Score 1	Score 2	Pass/Fail				
<i>J. Johnson</i>	<i>172 297</i>	<i>94K 19</i>	<i>BCDB 625</i>		<i>215</i>	<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail									<input type="checkbox"/> Secondary <input type="checkbox"/> Back-up
<i>G. Labounty</i>	<i>173 011</i>	<i>94K 17</i>	<i>BCG 7215</i>		<i>220</i>	<i>P</i>									<input type="checkbox"/> Secondary <input type="checkbox"/> Back-up
<i>m. Speck</i>	<i>96 368</i>	<i>94K 17</i>	<i>BCG 2222</i>		<i>230</i>	<i>P</i>									<input type="checkbox"/> Secondary <input type="checkbox"/> Back-up
<i>J. Colburn</i>	<i>172 928</i>	<i>94K 19</i>	<i>BCDB 630</i>		<i>225</i>	<i>P</i>									<input type="checkbox"/> Secondary <input type="checkbox"/> Back-up
<i>G. King</i>	<i>3 539</i>	<i>94K 17</i>	<i>BCG 2221</i>		<i>235</i>	<i>P</i>									<input type="checkbox"/> Secondary <input type="checkbox"/> Back-up
<i>B. Gonzalez</i>	<i>165 457</i>	<i>94K 19</i>	<i>BCDB 627</i>		<i>215</i>	<i>P</i>									<input type="checkbox"/> Secondary <input type="checkbox"/> Back-up
<i>T. Jordan</i>	<i>161 191</i>	<i>94K 17</i>	<i>BCG 2227</i>		<i>215</i>	<i>P</i>									<input type="checkbox"/> Secondary <input type="checkbox"/> Back-up
<i>G. Candellario</i>	<i>174 173</i>	<i>94K 19</i>	<i>BCHV 855</i>		<i>225</i>	<i>P</i>									<input type="checkbox"/> Secondary <input type="checkbox"/> Back-up





# Arizona Peace Officer Standards and Training Board

2843 East University Drive Phoenix, Arizona 85034-8914 Phone (602) 223-2514 Fax (602) 244-0477

## ANNUAL AUDIT REPORT (TRAINING)

This report is a compilation of findings of the Peace Officer Minimum Standards Compliance inspection of the Arizona Department of Economic Security - OSI held on February 24, 2017. This inspection will only focus on compliance for annual required training of current personnel through calendar year 2016.

Arizona Administrative Code R13-4-111 through R13-4-113, describes the requirements for Continuing, Proficiency and Firearms training for certified peace officers and R13-4-105, identifies the minimum standards for appointment as a peace officer, as established by the Arizona Peace Officer Standards and Training Board. Agency training/personnel files were examined to determine compliance with these standards. The category checked below indicates results of this inspection:

**COMPLIANCE.** It is with great pleasure that I inform you that there were no deficiencies noted during the inspection process. I would like to commend you and your staff for doing an exceptional job in complying with AZPOST Standards and in record maintenance.

**NONCOMPLIANCE.** The minor deficiencies found were a result of; insufficient documentation; insufficient training. Those standards where the inspection reflected deficiencies are identified in the attached Training Audit checklist. All deficiencies must be addressed within; *Firearms Qualification & Judgment Shoot* corrected within thirty (30) days of receipt of this inspection report, *Continuing & Proficiency* corrected within sixty (60) days of receipt of this inspection report. It is the responsibility of the agency to provide AZ P.O.S.T. with documentation supporting the correction of the deficiencies.

Please accept my personal thanks for the hospitality and assistance extended during the inspection of your agency. If you have any questions about this inspection report, or if I can be of any assistance to your agency, you may contact me at (602) 774-9367. If I am not available, you may contact Ms. Marie Dryer, Basic Training and Certification Administrator at extension (602)774-9371.

Report completed by: Cindy Sawyer, Training Compliance Specialist.



# Arizona Peace Officer Standards and Training Board

2843 East University Drive Phoenix, Arizona 85034-6914 Phone (602) 223-2514 Fax (602) 244-0477

## ANNUAL AUDIT REPORT (TRAINING)

This report is a compilation of findings of the Peace Officer Minimum Standards Compliance Inspection of the AZ Department of Economic Security - OSI was completed on January 21, 2016 for the year 2015. This inspection will only focus on compliance for annual required training of current personnel.

Arizona Administrative Code R13-4-111 through R13-4-113, describes the requirements for Continuing, Proficiency and Firearms training for certified peace officers and R13-4-105, identifies the minimum standards for appointment as a peace officer, as established by the Arizona Peace Officer Standards and Training Board. Agency training/personnel files were examined to determine compliance with these standards. The category checked below indicates results of this inspection:

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Report completed by: Lori Ketron, Standards and Compliance Specialist.



# Arizona Peace Officer Standards and Training Board

2643 East University Drive Phoenix, Arizona 85034-8914 Phone (602) 223-2514 Fax (602) 244-0477

## ANNUAL AUDIT REPORT (TRAINING)

This report is a compilation of findings of the Peace Officer Minimum Standards Compliance Inspection of the AZ Department of Economic Security - OSI was held on June 23, 2015. This inspection will only focus on compliance for annual required training of current personnel.

Arizona Administrative Code R13-4-111 through R13-4-113, describes the requirements for Continuing, Proficiency and Firearms training for certified peace officers and R13-4-105, identifies the minimum standards for appointment as a peace officer, as established by the Arizona Peace Officer Standards and Training Board. Agency training/personnel files were examined to determine compliance with these standards. The category checked below indicates results of this inspection:

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Report completed by: Lori Ketron, Standards and Compliance Specialist.



# Arizona Peace Officer Standards and Training Board

2643 East University Drive Phoenix, Arizona 85034-8914 Phone (602) 223-2514 Fax (602) 244-0477

## ANNUAL AUDIT REPORT (TRAINING)

This report is a compilation of findings of the Peace Officer Minimum Standards Compliance Inspection of the AZ Department of Economic Security – OSI was held on June 4, 2015. This inspection will only focus on compliance for annual required training of current personnel.

Arizona Administrative Code R13-4-111 through R13-4-113, describes the requirements for Continuing, Proficiency and Firearms training for certified peace officers and R13-4-105, identifies the minimum standards for appointment as a peace officer, as established by the Arizona Peace Officer Standards and Training Board. Agency training/personnel files were examined to determine compliance with these standards. The category checked below indicates results of this inspection:

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Report completed by: Lori Ketron, Standards and Compliance Specialist.

***William Foldesh: Needs qualification and judgement shoots

*Completed Both  
on 6/19/15  
☺*

## Christopher Luebkin

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**From:** Lori Wait <loriw@azpost.gov>  
**Sent:** Thursday, March 09, 2017 1:32 PM  
**To:** Christopher Luebkin  
**Subject:** AZ DES Training Audits  
**Attachments:** AZ DES Training Audits.pdf

Hi Chris,

Per our telephone conversation, here is some documentation for you. I was able to find the training audit for 2016 in Cindy's office. Page #2 is the 2015 audit I completed. Page #3 is the 2014 audit I completed. Page #4 was the 2014 audit showing deficiencies. My last name at that time was Ketron.

If you have any questions, please let me know.

Have a great rest of the week.

Lori

Lori L. Wait  
State of Arizona – POST Board  
Voice: 602-774-9367  
E-mail: [loriw@azpost.gov](mailto:loriw@azpost.gov)

## Christopher Luebkin

---

**From:** Charles Loftus  
**Sent:** Monday, May 22, 2017 6:07 AM  
**To:** 'Darwin, Henry'  
**Cc:** Christopher Luebkin; Heston Silbert; mliburdi@az.gov  
**Subject:** RE: It is always the cover-up ..... Inglorious Bureaucrats

Chief Darwin,

Good morning,

Thank you for sharing your thoughts. I think we are talking about two different issues. One is the conduct at DES assembling the security team and rebuilding the investigations section. The Inspector will publish his report and that will be highly distributed. The second issue, and the one I am most vocal about is the attack on my character by DES/DOA calling me and others thief's of ammo and guns. Your office has had the ability to correct this information from early on and has not.

Regarding the DPS Audit: I must mention that two different sources within DES told me Terry had received a copy of the report a few months ago and was drafting a rebuttal along with Dale because it placed some negative light on him and Dale. Both are very good sources and one would be considered a most-excellent source. Along with the quoted material from Dennis I find my culpability (according to your message below) rather surprising. I will work harder to get a copy of the quoted material and date it because I find it very strange that Dennis would say that to DES managers knowing it would be inaccurate. In addition, when I recently met with the Inspector, nothing he asked me would lead me to believe my conduct was out of line. So your comment that I am heavily at-fault is not consistent with the leaked information and what very good sources have told me. However, if I'm in error on this position, I will certainly apologize publically to you.

Regarding the interview with the Inspector; The Inspector loosely confirmed Terry Azbill had some issues with some reported issues with training records among other things by the questions he asked. I agreed, these training records were amateurish, incomplete, and moreover inaccurate. In addition, I understand Bill Foldish can't find the sworn training records. I must note that around August of 2016 I was made aware of the condition of the amateurish condition of the training records and I immediately set-off to fix this situation. I had it set for Autumn to take over the training records Jan. 1, 2017 with some specialized software that many other agencies use here in AZ. Is it amazing the records I reported to you as incomplete and amateurish last December have gone missing. In addition, please don't forget the AZPOST training scam that OIG investigators had the inflated rank of Sergeant to avoid state required training called practical skills. If it wasn't a AZPOST scam it was a scam on DES and the state to pay the line level investigators more money by a title change. Sergeants supervise people, having line level investigators called Sergeant and no subordinates for a simple raise is very deceptive. If it is true this was done for monetary increases, it could be a fraud scheme. It could also be both a scam on AZPOST and for selfish raises. This is why I put an end to AZPOST scam by requiring everyone to meet the required AZPOST training as line officers including command. It was an embarrassment to see sworn staff maneuvering and being deceptive for personal gain and or indolent. I was far too busy and not in a position sell a reclassification of Investigators at that point in time. I know some of the sworn OIG staff who are euphemistically referred to as *retired in place* (don't do any work) were certainly objecting to the additional training, specifically Bill Foldish and Dale Doucet. I recently noticed a new position being advertised at DES OIG, it is called Investigator at very similar pay as Sergeants last year. It appears that all new OIG investigators are now being called "Investigator" not Sergeant. I guess my observation of this scam last December resonated with someone at DES and corrective actions have been taken at the position name and grade.



I do appreciate the opportunity of being interviewed. Because of the questions I did learn around half of the ammo was not purchased on state contract. I found that very unusual and was surprised. I was told by DES procurement that all the vendors were state contract vendors. Emliy Sabrina (sp) in purchasing even presented the reloaded ammo option to us as she knew of the vendor when she worked for DOC in purchasing. Carlos witnessed this engagement. I understand DOC had a state contract with this company called Atomic Ammo and I asked her to fill the remaining ammo orders with Atomic at a much lower price. I understand every PO went through procurement with exception of the emergency ammo I had to purchase while waiting for ammo purchased on PO's to arrive. I used the same vendor as Azbill and Foldish used before me, so there should not be an issue. Lastly, on the guns and ammo, I confirmed to the inspector that Terry Azbill ordered the Beretta pistols for himself, Jeffries, Collier and Jay well before I arrived at DES. I replaced the pistol that was issued to Jay with a simpler to operate weapon a few months later.

I was hoping the Inspector would ask me about the evidence room and its professionalism. He said his scope was just the ammo, guns and training. Too bad, I was looking forward to that part of the interview. Can you please direct me to in the investigator at DOT who conducted the DES evidence room audit? I guess there is a reason DPS is taking over the DES evidence room and process, I think I need to PRR the audit, I bet it is very alarming. Again, this is something I highlighted to you as a very serious issue last December that needed to be dealt with as soon as possible. Apparently someone took my concerns seriously since DPS has taken the evidence process away from DES/OIG.

In closing, the cover-up I refer to and apparently for which you are offended is simply this: Someone at DES or DOA told the media large numbers of ammo and guns were missing, something like forty thousand rounds. This dark figure(s) was probably not you, Nancy or even Kirk. But it was leaked to the media and if you have doubts I can send a video link of AZ Central reporter asking the Governor on video to comment on the missing DES ammo and guns. This fake news has had a negative effect on my ability to obtain any law enforcement position. Unlike most government jobs, law enforcement is sensitive to these rumors. Without exoneration, I cannot even get an interview. In most cases and including the allegation of having too much ammo or being friends with Tim Jeffries is not a career killer, accusations of being a thief is. Here I assert that you are indeed knowingly and willingly suppressing information that could allow me to gain re-employment. My assumption the source of the quote from Dennis will confirm this. This is why I sent you and others all the information unilaterally very early on just a week or two after I was fired. It is clear that DES/DPS has moved quickly on these issues. Some issues are extraordinarily sensitive to on-going cases, some are common courtesy, and some are the truth that needed to be documented before someone attempts to re-write the chain of events. Just FYI - Terry recently told me that I was able to accomplish more success in OIG in five month that he did in five years. Considering he is making claim (I understand) to my successes while he was unemployed (when he was fired) is rather amusing. Frankly, the investigative function has so many critical failures my suggestion is to have DPS take over your investigative function. I mentioned this to Chief Silbert the day he walked me out.

So if you find my position or communications menacing or pesky, I argue you are viewing the situation myopically as a currently employed individual controlling the exact information that would allow me re-employment. This is exactly why people distrust government and I assert the term *Inglorious Bureaucrats* not just for you but the team collaborating to control the information release on this issue. You and the Governor have your pound of flesh from Jeffries, why harm others with the propagation of fake new? Granted, you may not have created the fake news, but it is well within your power to end the malicious allegations of missing guns and ammo. You are certainly aware all of the information I provided to you, DES, DOA and DPS was accurate to the best of my knowledge. You can count on it being accurate to whomever and whenever I communicate this issue including the facts surrounding the Hacienda case and the Governors ties to William Timmons as the real reason for my termination.

Please don't worry, I am not going to reach out to you unless there is a public policy reason to do so. You are still a public servant and the public should be able to contact you for legitimate reasons. I suspect the Governor will appoint a new Director very shortly now that the legislature is out of session. I anticipate he will bring you back into his office and I should have very little reason (if any) to reach out to you in your old position in the Governor's Office.

Best Regards,

Charles Loftus

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**From:** Darwin, Henry [mailto:HDarwin@azdes.gov]  
**Sent:** Friday, May 19, 2017 8:46 AM  
**To:** Charles Loftus  
**Subject:** RE: It is always the cover-up ..... Inglorious Bureaucrats

Mr. Loftus:

As you have seen, I have chosen not to respond to your numerous e-mails. I am going to make this the sole exception because I think you should know the real reason for the delay in finalizing the report. Upon review of the initial draft of the report, I recognized that it was highly critical of actions you had taken, but you had not been interviewed. I believed that without such an interview, the report was incomplete and possibly inaccurate. So I returned the draft report to DPS and requested that you be interviewed before finalization of the report. If you choose to view this as a "cover-up" or me as an "Inglorious Bureaucrat" for seeking all sides of the story before issuing a public report, so be it.

Good day, and please never contact me again, as this will be the one and only communication I ever have with you.

Henry Darwin  
Chief of Operations, State of Arizona  
Interim Director, Arizona Department of Economic Security

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**From:** Charles Loftus  
**Sent:** Thursday, May 18, 2017 9:36 PM  
**To:**  
**Subject:** It is always the cover-up ..... Inglorious Bureaucrats

Well friends, another couple stories...

Last week I was in the News Times -- again, and this week ADI. For such a simple story, [i.e. some guys get fired by the governor] it sure seems to have long legs. Albeit, the legs are from laughable fake stories from the trolls within DES propagated by the simple-minded bureaucrats at the DOA and Governor's Office who heard only what they wanted to hear to end a couple embarrassing investigations. I hope they identify the people who made up the story and walk them out the day before Thanksgiving. Although I understand they know who did it and they were rewarded with promotions and raises. This last story appears to have a good mole inside DES providing exact quotes exonerating me from misconduct. The exact source is not identified or the recorded medium. It could be notes, or perhaps better yet audio/video records (oh please oh please). Apparently something was given to the reporters (good work ADI and thank you Mr/Ms Mole). I also noticed there was no timeframe of the quote, I wonder when it was captured? That would be especially important for example if it was shortly after we were "taken out" by the DPS SWAT team. If this exculpatory information was known early on by DES and DOA executives are they culpable of mis-mal-or nonfeasance? Questions run through my mind; Why is the mole coming forward now? Why has DOA, DES and Governor's Office suppressed this information? Was it solely to destroy reputations? Or perhaps the Russians did it, are they tied to dark money too? Now that would be a story!! A simple guy from Nogales ties Arizona Politics to Russian Dark Money.

If someone has a recording of what Dennis said (BTW I have always thought very highly of Dennis and DPS and I still do) I wonder if they have recordings of Darwin, Adams or any of the other usual suspects? If it is in Russian, I will paid to get it translated and transcribed and change the voice of the mole. This story is like a Quinton Tarantino movie, we could call it *Arizona Fiction*, or perhaps *Natural Born Liars*, better yet, *Inglorious Bureaucrats*. I keep saying it is time for modern version of ["What's in it for Me"](#) by Joseph Stedino. The possibilities are endless since I have much more time on my hands.

This ADI article and the News Times article were pleasant surprises to me (thank you Ray and ADI). If any of the rest of you have access to this quoted material, please consider sharing it with me.

<http://www.phoenixnewtimes.com/news/guns-ammo-found-in-at-arizona-des-after-director-tim-jeffries-termination-still-under-investigation-9286679>

<https://arizonadailyindependent.com/2017/05/18/dps-changing-stories-on-des-report-defy-logic-and-interim-inspector-generals-claims/>

All the best,

Charlie

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NOTICE: This e-mail (and any attachments) may contain PRIVILEGED OR CONFIDENTIAL information and is intended only for the use of the specific individual(s) to whom it is addressed. It may contain information that is privileged and confidential under state and federal law. This information may be used or disclosed only in accordance with law, and you may be subject to penalties under law for improper use or further disclosure of the information in this e-mail and its attachments. If you have received this e-mail in error, please immediately notify the person named above by reply e-mail, and then delete the original e-mail. Thank you.

## Christopher Luebkin

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**From:** Christopher Luebkin  
**Sent:** Tuesday, May 16, 2017 3:34 PM  
**To:** 'wfoldesh@azdes.gov'  
**Subject:** FW: DES OIG Ammunition Methodology

Bill,

Would you please take a look at Charlie's email below concerning borrowing ammunition from your inventory for sworn personnel to train civilian security staff, and then returning said ammo back to you when his order came in? Does this sound familiar to you, and to your recollection is the information provided in Charlie's email accurate?

Thank you,

Chris

**Chris Luebkin, Inspector**  
Arizona State Troopers  
Office of the Director

[CLuebkin@azdps.gov](mailto:CLuebkin@azdps.gov)

**From:** Charles Loftus  
**Sent:** Friday, May 12, 2017 7:14 PM  
**To:** Christopher Luebkin <[CLuebkin@AZDPS.GOV](mailto:CLuebkin@AZDPS.GOV)>  
**Subject:** FW: DES OIG Ammunition Methodology

Chris,

Ask Bill Foldish how much ammo I had to replace from the sworn side. The procurement process was very slow, some of the DES bureaucrats were not pleased with DES spending money on guns and ammo and they were purposely obstructive. As a result before the ordered ammo arrived I asked Bill to loan the security training operation ammo from his sworn stockpile. The loan was at least 2000 rounds, possibly 3000. When the ordered ammunition arrived, I quickly returned the amount loaned from the first order. That could account for some of the 4000 round gap.

Below is the ammo methodology we used, I sent it to you a while back but it is well worth looking at.

All the best,

Charlie

Charles Loftus

**From:** Charles Loftus  
**Sent:** Monday, December 12, 2016 5:44 AM  
**To:** 'dyoung2@azdes.gov' <[dyoung2@azdes.gov](mailto:dyoung2@azdes.gov)>  
**Cc:** [mliburdi@az.gov](mailto:mliburdi@az.gov); 'Hdarwin@azdes.gov' <[Hdarwin@azdes.gov](mailto:Hdarwin@azdes.gov)>; 'Contreras, Carlos' <[CContreras@azdes.gov](mailto:CContreras@azdes.gov)>; 'rulexi@cox.net' <[rulexi@cox.net](mailto:rulexi@cox.net)>; 'rnejo@azdes.gov' <[rnejo@azdes.gov](mailto:rnejo@azdes.gov)>; 'ddoucet@azdes.gov' <[ddoucet@azdes.gov](mailto:ddoucet@azdes.gov)>;

'Michael Pang'

**Subject:** DES OIG Ammunition Methodology

All,

I prepared this document to help you understand how I planned out the ammo for training. I'm assuming everyone is now aware no ammunition or weapons were missing as unidentified malcontent(s) have led many to believe. Below is the methodology I used for OIG ammunition purchases. I believe you will find it is a sound projection for a new unit.

Since my unit assumed all training responsibilities for DES OIG as of 1-1-2017, I had to plan a firearms training budget for the following year. The sworn attrition rate is unacceptable (~40 -50%) and very costly not only for training but also very counterproductive for case progression. In addition, we had no idea what to predict for the guard attrition rate. Since we conducted a basic firearms class for all new guards, the assumption of 500 rounds per guard for the year was an estimate. Some guards are retired police, some are ex-military and some are career professional security guards. As a result, we experienced a wide range of handgun expertise with these new employees. Please keep in mind I do not have my office materials, and these numbers are not exact. However, I feel they are very close to spot-on, the notes are in my old office.

Another factor regarding ammunition use is based on decisional screening/training. Since I did not want to use a simulator system such as MILO, FATS or Range 2000, which was paid for with POTF or other restricted funds, we had to resort to old-fashioned, live ammunition decisional evaluations. Most of these evaluations can be done with under 25 rounds per student.

Below were my priorities from the office of the director:

1. Per the Director, I was to replace all 72 contract guards with DES guards who are armed. Unknown attrition rate, assumed ~20%
  - o Two qualifications per year using AZPOST semiautomatic as a standard. Projected 43,000 practice rounds (includes initial training for guards with unknown firearms proficiency)
  - o One familiarization and initial qualification using duty ammo. Projected duty ammo issued: 8500
2. Train DES OIG sworn investigators, authorized 22. Attrition rate for 2016 to date ~40 -50%
  - o Three qualifications per year including night shoot. Projected 23,000 practice rounds
  - o Duty ammo issued, projected: 2,500
3. Convert 15 civilian investigators (unarmed positions) to civilian armed positions. Attrition rate >10%
  - o Two qualifications per year using AZPOST semiautomatic as a standard. Projected 8,500 practice rounds
  - o One familiarization and initial qualification using duty ammo. Projected duty ammo issued: 1,700
4. Verify, train and certify LEOSA-authorized DES staff to carry weapon concealed at DES. N=17, unknown attrition rate
  - o One annual AZPOST qualification projected 2,500 practice rounds
  - o Projected duty ammo 1,900
5. Monthly self-training for sworn staff (allowed in OIG policy) estimate
  - o Estimated 250 .40 monthly
  - o Estimated 200 9mm monthly
6. Decisional ~120 evaluations at 25 rounds each = 3,000 practice rounds

**Totals**

1	51,500
2	25,500
3	10,200
4	4,400

5	5,400
6	3,000
**	~100,000

**** 100,000 rounds of pistol ammunition projected use for DES OIG for onboarding security and training enhancements of current staff.**

- Please note, I personally checked with DPS armory staff on the amount of pistol ammunition they budget per shoot per employee. DPS budgets 250 rounds per shoot. Later Carlos verified this with number the DPS armory sergeant.
- Please identify that 2,000 rounds of the existing inventory seized by DPS are .38 special. Terry Azbill and the former IG both used .38 pistols and this ammo was ordered just for them.
- DES budget was very irate about OIG having a devolping budget since many new functions were added to OIG including Protective Services. Many of these expenses were being established for the first time. I wanted to make certain I had a solid budget number for next year to avoid conflict with DES budget staff in the future.
- Bill Foldish, the DES OIG range master had ammunition in the safe in his area (IA) from previous purchases. That ammunition is not included in these calculations. Sometime in June 2016 (before he was released), Terry Azbill advised me that IA was almost out of .40 caliber ammo for the budget year.
- Lastly, uncontrollable external factors. I have been a firearms instructor for over twenty-five years. I have taught at ALETA and ALEA along with my own agencies. I personally experienced a very frustrating ordeal in 2008 when President Obama was elected. Following his election, there was a rush on guns and ammo. State contract suppliers could not produce ammunition to police agencies because of the military demand and the gun/ammo rush. It took over three years for supply to normalize, and firearms training was very difficult for small law enforcement agencies. Here at DES, I was given very clear instruction that nothing was to slow the deployment of security guards. I could not risk my job that guards went untrained for any reason. With the possibility of another presidential candidate viewed as anti-gun projected to win the election, I needed to have the ammunition received before the election.
- The Governor's office announced in a press release I was terminated because I was a **close associate** with the Director. I found this rather perplexing. Prior to being hired by DES in March of 2016, I had never met Mr Jeffries, have never shared a meal or afterhours "drinks" with him, never been inside his house, I was only in his DES office to meet with him twice, and only drove him to appointments twice. In other words, like Terry Azbill, I knew I was expendable if Mr. Jeffries didn't think I was performing. I followed his direction because I thought it legal and ethical and would pass the headline test. Director Jeffries said several time this project was a priority of the Governor. I fear the investigation done by Nancy Gomez et al was extraordinarily shallow, biased and led by inaccurate information and assumptions. Any investigation led by inaccurate assumptions will result in inaccurate conclusions. **In fact, I was told that our DES OIG was asked to investigate Nancy Gomez by ADOA for various employment violations shortly before the DPS raid on OIG. I guess the logical conclusion was that she investigated herself after she fired the DES IG and Chief Agent.**

I hope you find this information useful.

Charles Loftus

## Christopher Luebkin

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**From:** Charles Loftus  
**Sent:** Friday, May 12, 2017 7:14 PM  
**To:** Christopher Luebkin  
**Subject:** FW: DES OIG Ammunition Methodology

Chris,

Ask Bill Foldish how much ammo I had to replace from the sworn side. The procurement process was very slow, some of the DES bureaucrats were not pleased with DES spending money on guns and ammo and they were purposely obstructive. As a result before the ordered ammo arrived I asked Bill to loan the security training operation ammo from his sworn stockpile. The loan was at least 2000 rounds, possibly 3000. When the ordered ammunition arrived, I quickly returned the amount loaned from the first order. That could account for some of the 4000 round gap.

Below is the ammo methodology we used, I sent it to you a while back but it is well worth looking at.

All the best,

Charlie

Charles Loftus

**From:** Charles Loftus [mailto:charles.loftus@azdes.gov]  
**Sent:** Monday, December 12, 2016 5:44 AM  
**To:** 'dyoung2@azdes.gov' <dyoung2@azdes.gov>  
**Cc:** mliburdi@az.gov; 'Hdarwin@azdes.gov' <Hdarwin@azdes.gov>; 'Contreras, Carlos' <CContreras@azdes.gov>; 'rulexi@cox.net' <rulexi@cox.net>; 'rnejo@azdes.gov' <rnejo@azdes.gov>; 'ddoucet@azdes.gov' <ddoucet@azdes.gov>; 'Michael Pang'  
**Subject:** DES OIG Ammunition Methodology

All,

I prepared this document to help you understand how I planned out the ammo for training. I'm assuming everyone is now aware no ammunition or weapons were missing as unidentified malcontent(s) have led many to believe. Below is the methodology I used for OIG ammunition purchases. I believe you will find it is a sound projection for a new unit.

Since my unit assumed all training responsibilities for DES OIG as of 1-1-2017, I had to plan a firearms training budget for the following year. The sworn attrition rate is unacceptable (~40 -50%) and very costly not only for training but also very counterproductive for case progression. In addition, we had no idea what to predict for the guard attrition rate. Since we conducted a basic firearms class for all new guards, the assumption of 500 rounds per guard for the year was an estimate. Some guards are retired police, some are ex-military and some are career professional security guards. As a result, we experienced a wide range of handgun expertise with these new employees. Please keep in mind I do not have my office materials, and these numbers are not exact. However, I feel they are very close to spot-on, the notes are in my old office.

Another factor regarding ammunition use is based on decisional screening/training. Since I did not want to use a simulator system such as MILO, FATS or Range 2000, which was paid for with POTF or other restricted funds, we had to resort to old-fashioned, live ammunition decisional evaluations. Most of these evaluations can be done with under 25 rounds per student.

Below were my priorities from the office of the director:

1. Per the Director, I was to replace all 72 contract guards with DES guards who are armed. Unknown attrition rate, assumed ~20%
  - o Two qualifications per year using AZPOST semiautomatic as a standard. Projected 43,000 practice rounds (includes initial training for guards with unknown firearms proficiency)
  - o One familiarization and initial qualification using duty ammo. Projected duty ammo issued: 8500
2. Train DES OIG sworn investigators, authorized 22. Attrition rate for 2016 to date ~40 -50%
  - o Three qualifications per year including night shoot. Projected 23,000 practice rounds
  - o Duty ammo issued, projected: 2,500
3. Convert 15 civilian investigators (unarmed positions) to civilian armed positions. Attrition rate >10%
  - o Two qualifications per year using AZPOST semiautomatic as a standard. Projected 8,500 practice rounds
  - o One familiarization and initial qualification using duty ammo. Projected duty ammo issued: 1,700
4. Verify, train and certify LEOSA-authorized DES staff to carry weapon concealed at DES. N=17, unknown attrition rate
  - o One annual AZPOST qualification projected 2,500 practice rounds
  - o Projected duty ammo 1,900
5. Monthly self-training for sworn staff (allowed in OIG policy) estimate
  - o Estimated 250 .40 monthly
  - o Estimated 200 9mm monthly
6. Decisional ~120 evaluations at 25 rounds each = 3,000 practice rounds

**Totals**

1	51,500
2	25,500
3	10,200
4	4,400
5	5,400
6	3,000
**	~100,000

**** 100,000 rounds of pistol ammunition projected use for DES OIG for onboarding security and training enhancements of current staff.**

- Please note, I personally checked with DPS armory staff on the amount of pistol ammunition they budget per shoot per employee. DPS budgets 250 rounds per shoot. Later Carlos verified this with number the DPS armory sergeant.
- Please identify that 2,000 rounds of the existing inventory seized by DPS are .38 special. Terry Azbill and the former IG both used .38 pistols and this ammo was ordered just for them.
- DES budget was very irate about OIG having a devloping budget since many new functions were added to OIG including Protective Services. Many of these expenses were being established for the first time. I wanted to make certain I had a solid budget number for next year to avoid conflict with DES budget staff in the future.
- Bill Foldish, the DES OIG range master had ammunition in the safe in his area (IA) from previous purchases. That ammunition is not included in these calculations. Sometime in June 2016 (before he was released), Terry Azbill advised me that IA was almost out of .40 caliber ammo for the budget year.



- Lastly, uncontrollable external factors. I have been a firearms instructor for over twenty-five years. I have taught at ALETA and ALEA along with my own agencies. I personally experienced a very frustrating ordeal in 2008 when President Obama was elected. Following his election, there was a rush on guns and ammo. State contract suppliers could not produce ammunition to police agencies because of the military demand and the gun/ammo rush. It took over three years for supply to normalize, and firearms training was very difficult for small law enforcement agencies. Here at DES, I was given very clear instruction that nothing was to slow the deployment of security guards. I could not risk my job that guards went untrained for any reason. With the possibility of another presidential candidate viewed as anti-gun projected to win the election, I needed to have the ammunition received before the election.
- The Governor's office announced in a press release I was terminated because I was a *close associate* with the Director. I found this rather perplexing. Prior to being hired by DES in March of 2016, I had never met Mr Jeffries, have never shared a meal or afterhours "drinks" with him, never been inside his house, I was only in his DES office to meet with him twice, and only drove him to appointments twice. In other words, like Terry Azbill, I knew I was expendable if Mr. Jeffries didn't think I was performing. I followed his direction because I thought it legal and ethical and would pass the headline test. Director Jeffries said several time this project was a priority of the Governor. I fear the investigation done by Nancy Gomez et al was extraordinarily shallow, biased and led by inaccurate information and assumptions. Any investigation led by inaccurate assumptions will result in inaccurate conclusions. **In fact, I was told that our DES OIG was asked to investigate Nancy Gomez by ADOA for various employment violations shortly before the DPS raid on OIG. I guess the logical conclusion was that she investigated herself after she fired the DES IG and Chief Agent.**

I hope you find this information useful.

Charles Loftus

## Christopher Luebkin

---

**From:** Charles Loftus  
**Sent:** Monday, May 01, 2017 2:31 PM  
**To:** Christopher Luebkin  
**Subject:** FW: DES OIG Ammunition Methodology

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Monday, December 12, 2016 5:44 AM  
**To:** 'dyoung2@azdes.gov' <dyoung2@azdes.gov>  
**Cc:** mliburdi@az.gov; 'Hdarwin@azdes.gov' <Hdarwin@azdes.gov>; 'Contreras, Carlos' <CContreras@azdes.gov>; 'rulexi@cox.net' 'rnejo@azdes.gov' <rnejo@azdes.gov>; 'ddoucet@azdes.gov' <ddoucet@azdes.gov>; 'Michael Pang'  
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I hope you find this information useful.

Charles Loftus

## Christopher Luebkin

---

**From:** Charles Loftus  
**Sent:** Monday, May 01, 2017 2:29 PM  
**To:** Christopher Luebkin  
**Subject:** FW: Couple pending things

Here you go, there are several

Charles Loftus

**From:** Charles Loftus [mailto:CHARLES.LOFTUS@asu.edu]  
**Sent:** Monday, November 28, 2016 4:18 PM  
**To:**  
**Subject:** FW: Couple pending things

**From:** Charles Loftus  
**Sent:** Monday, November 28, 2016 2:28 PM  
**To:** 'ddoucet@azdes.gov' <[ddoucet@azdes.gov](mailto:ddoucet@azdes.gov)>  
**Cc:** 'Hdarwin@azdes.gov' <[Hdarwin@azdes.gov](mailto:Hdarwin@azdes.gov)>; 'grichard@azdes.gov' <[grichard@azdes.gov](mailto:grichard@azdes.gov)>; 'ngomez@azdes.gov' <[ngomez@azdes.gov](mailto:ngomez@azdes.gov)>  
**Subject:** Couple pending things

Dale,

Since I had to leave in a hurry I should cover a couple pending things.

1. The statewide radio system (Yuma) is waiting for us to give them a few serial numbers so we can get onto the system. The radios were on order from Canyon State, I'm guessing they are on hold or abandoned now. You have to have a few radios to get started, we have the grant written. This is the same grant I received \$650K for the AG radios. The fact none of the sworn staff there have no radio communications is very disheartening and very unsafe for anyone working in the field. DPS will not give us any radios – we tried that route. This is why I purchased the old Motorola's to have at least car to car coms. There are six of them and I programmed all the DPS Metro channels along with the AIRS channels for the counties. These were purchased on E-Bay with a P-card. These radios are 1980's radios and cannot be used on the Yuma system.
2. On my desk I had around \$150K in restitution and investigative reimbursements. It was around 18 cases we had just started new program with the AG's office and I hope it goes well for you.
3. Carlos is working on around \$250K for new key card system for DES non-mall buildings statewide. It would be the same key card system DOA uses in the mall. This was going to be a grant item. Best find someone to write the grant.
4. Of the 55 pistols we purchased around 33 were issued to guards. 17 new guards are supposed to start on December 5. That would leave around five spares. We were told by Jeffries to replace all 72 contract guards with DES staff. I dragged my feet on the purchasing of more guns until we knew exactly the number for the last purchase.
5. The Beretta semi-automatic pistols that Terry Azbill purchased for Jeffries, Collier, Jay and Himself prior to my arrival are on the list of guns from Bill. All of the guard pistols are in the weapon and training database.
6. The ammo was calculated on the same number that DPS uses per person per shoot (250 rounds). We also used the security officer manual from DPS security officers for the training. In short we used the DPS guards as a

model for the project. So we purchased ammunition for 70 security officers, 20 OIG sworn and 17 LEOSA's before the election. When President Obama was elected we could not buy ammo for over a year for training and with the schedule for implementation that Jeffries gave me I could not afford to be held up by a rush on ammo. Just FYI we ordered much of the ammo in June before Terry left and it took three months to get most of the ammo. As a result we had to buy some ammo from retail to get the training completed. Otherwise the guards would not have been armed as Jeffries instructed.

- a. Note I have no idea where "pallets of ammo" are. We ordered ammo which was shipped on pallets, one had four boxes, one had six and one had sixteen if I recall. They ship all multi-boxes of ammo on pallets since each box is 45 pounds. Carlos knows where the room the ammo is stored, I have never been to it. So somebody is being very dishonest when they are telling ADOA there are pallets of ammo at DES. Be careful, there is a snake of a person in grass there.
7. Please keep an eye on the outgoing cases and any search warrants. Embarrassments such as the Release Questionnaire from your shop (IA) hurt our reputation. The media is watching everything out of that shop. I have caught several significant issues you are not aware of and I'm not going to memorialize.
8. I discussed with AZPOST if it was a problem having all "Sergeants." I was concerned our (your) line staff was deficient with practical skills training. AZPOST said it was an issue so rather than changing people's rank I was just going to have everyone meet the practical skills training minimums.
9. This is the largest issue - Peace Officer authority. Several of the staff OIG attorneys and the Assistant AG looked at our ... sorry .... your peace officer authority presently within ARS. The bottom line is that the OIG sworn staff probably do not have peace officer authority. I think there is an unofficial AG opinion floating around. I may have a copy, I will look for it. I drafted a new language to be sent to the legislature. I was told with the present environment --- especially since we just indicted a seated member of the legislature asking for statutory changes was very problematic especially if it involved OIG authority and one of their own members. Good thing I wasn't involved in that case until the indictment was unsealed. I could not convince anyone to move the statutory change forward. What was discussed a week or so ago is to limit all sworn staff to low liability issues. This would eliminate search warrants and arrests and other clear uses of police powers. Perhaps you will have more of a springboard to get this resolved than I did.
10. A significant case with large forfeiture potential. Don't laugh it is an illegal slaughterhouse. It is a Capone case the that Arizona Livestock, AZ AG and DES OIG are working. It is set-up and underway, yes this is shameless self-promotion. There are two separate cases Capone and a separate fraud schemes. Good luck with this one too. This is probably a six figure forfeiture for each of the agencies involved.
11. We just re-wrote many of the policies including use of force. I suggest review them soon and if you approve you need to get it out to the sworn staff ASAP.
12. Keep your head down and powder dry, someone is out to get the guys who wear the white hats.

Dr. Charles Loftus  
Arizona State University  
Criminal Justice and Criminology  
Barrett Honor College Faculty

## Christopher Luebkin

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**From:** Charles Loftus  
**Sent:** Monday, May 01, 2017 2:29 PM  
**To:** Christopher Luebkin  
**Subject:** FW: Ammunition Purchases  
**Attachments:** Greyscale.pdf

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Tuesday, November 29, 2016 3:11 PM  
**To:** Hdarwin@azdes.gov  
**Cc:** mliburdi@az.gov; ngomez@azdes.gov; 'Michael Pang' rnejo@azdes.gov; 'Contreras, Carlos'  
<CContreras@azdes.gov>; amaya@azdes.gov; gburgos@azdes.gov; grichard@azdes.gov  
**Subject:** Ammunition Purchases

Mr Darwin,

I understand that someone is alleging there is missing ammunition (~70,000 rounds) and DES has been ordered to conduct a large scale snipe hunt for pallets of ammunition. Please be assured the attached document is accurate to within a couple thousand rounds, Autumn may have a more current version. Attached you will find the inventory conducted by Autumn Maya. All of the PO's are indicated and the grand total amount of ammunition purchased on PO was 82K rounds for the sworn and security operations. This inventory was conducted a few days before the DPS raid on DES. We had had anticipated someone asking for the inventory as an examination would have been a prudent part of an investigation but nobody ever contacted me or anyone in my staff. It would have been better ADOA investigation if someone had contacted us for the inventories and debunked and false information to avoid this drama.

I understand that DPS raided DES with their SWAT team to take custody of the few pistols and ammunition. I'm not certain if that level of intimidation was necessary unless some "point" was trying to be made. The ammunition ordered on the attached document was stored in two area. The PSA office had around 15K rounds of mostly 9mm for the upcoming training. The rest of the ammunition was stored in the basement of 1717. This location had very limited access and I had never seen it. I was told that the DPS SWAT members had verbal altercations with my staff demanding to see the rest of the ammo after seeing what was in the basement. This leads me to believe DPS was also provided false information.

**If you are being told anything other than the information contained on the attached document ask the person to prove the data. Please ask for packing slips and invoices and who received the ammo. These records were well kept and should be readily available. I strongly suspect you are being purposely misled for political reasons as was ADOA. I fear this snipe hunt is just another extension of having the DPS SWAT team raid DES.

On hand there was approximately 59K rounds of practice ammo and 14K rounds of duty ammo.

If you have any question please do not hesitate to contact me.

Best regards,





## Christopher Luebkin

---

**From:** Charles Loftus  
**Sent:** Monday, May 01, 2017 2:29 PM  
**To:** Christopher Luebkin  
**Subject:** FW: State victim of fraud by vendor

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Friday, December 2, 2016 9:50 AM  
**To:** ddoucet@azdes.gov  
**Cc:** mliburdi@az.gov; ngomez@azdes.gov; 'Michael Pang' ; rnejo@azdes.gov; 'Contreras, Carlos' <CContreras@azdes.gov>; gburgos@azdes.gov; grichard@azdes.gov; Hdarwin@azdes.gov; bbarraza@azdes.gov; laquinde@azdes.gov  
**Subject:** State victim of fraud by vendor

Dale,

I want to let you know of a fraud we uncovered in PSA.

Prior to my hiring on February 29th, 2016 DES programs arranged their own security through Terry Azbill. Each DES location was responsible for the guard contractor billing and several guard companies were involved. In March, we stated looking at the efficiency and performance issues with contract guards; there were plenty. I asked that Protective Services take over invoice payment because of poor quality of guards and gross overbilling we uncovered effective July 1, 2016. Shortly after July 1, 2016 PSA started reviewing the invoices we uncovered a probable fraud by one of the guard companies. You can find fraud in ARS Title 13. We discussed these issues with DES Procurement and met with DOA procurement (SPO). SPO said they too had detected several other very concerning non-DES issues with this same guard company. This particular guard company is very vocal and actively complains to DOA and the Office of the Governor. This guard company seems to have good connections in the Arizona political system.

Since the sworn staff in PSA and many DES employees are all witnesses to this probable fraud, I suggested to SPO we take this to the Arizona Attorney General's Office for investigation, and they agreed. I was waiting to officially bring the fraud to the AGO after we phased out this vendor, which should be occurring today at 1700 unless you re-hired them. I calendared a meeting with AGO next week on this fraud. The vendor is Surveillance Security and the fraud to the state in in the mid-five-figure arena from my recollection. You should thoroughly investigate this issue now that you are aware of it. Carlos has some very incriminating information admitted to by this brazen company owner.

I hope you are having success finding the alleged missing pallets of ammo and missing weapons. I keep hearing about them on the local media, perhaps Fox and CNN will pick it up soon. I hope the Governor "releases" the person who made up this story. By the way, Nancy Gomez called me and said I was not eligible to appeal under the Governors appeal program, it was just for the people before me. So much for equal treatment under the law.

Best,

Charlie

## Christopher Luebkin

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**From:** Charles Loftus  
**Sent:** Monday, May 01, 2017 2:29 PM  
**To:** Christopher Luebkin  
**Subject:** FW: DES Role with counter-terror in Arizona

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Monday, December 5, 2016 6:50 AM  
**To:** mliburdi@az.gov; Hdarwin@azdes.gov  
**Cc:** 'Michael Pang' ; ddoucet@azdes.gov  
**Subject:** DES Role with counter-terror in Arizona

Gentlemen,

I apologize in advance for the length of these messages but I want to make certain there is a solid transition for the unit and some critical efforts are not dropped due to the exiting party holding information. I anticipate one other message on the DES OIG evidence room.

Please allow me a minute to give you some information on the DES role and my involvement in counter-terror in Arizona. To my knowledge, Dale is not aware of many of these details. Nothing below requires an FBI clearance except one issue which is very briefly summarized below and someone with a TS clearance should speak to the FBI Counter-Terror unit on that issue.

From October 2008 to February 27 2016 I was working for the AGO as an sworn investigator (Peace Officer). I was the Assistant Chief of Investigations at the AGO. My responsibilities included the investigation of statewide forfeiture, Health Care (AHCCCS) fraud, narcotics, all Southern Arizona investigations, some public corruption cases, and the supervision of the agent assigned to the FBI Joint Terrorism Task Force (JTTF). **I was not** the Assistant Chief who worked the highly controversial Graven case, that was my contemporary, Dan Woods. At that period of time, I supervised the Michael Veit case (AHCCCS fraud).

Around 2009, the Tucson AGO investigations supervisor came to me with an idea and I liked it, we called this model the "Capone strategy." It was to combat small family Drug Trafficking Organizations (DTO's) without the use of Title III (phone taps). At that period of time I was on the Board for the Financial Investigations Resources Group (FIRG) which held around \$2M – \$4M to fund complex joint investigations specifically T-III's. The AGO, Phoenix PD, DPS and Az DOR were the members on the Board. T-III's are very expensive and often cost around \$300K or more. With a small DTO, the forfeiture potential is often only around \$100K. So we looked at other ways to stop the drug flow into Arizona and we noticed all the DTO families were on public benefits, families n=17. We put the fraud cases together and found something very surprising - most all suspects confessed (one family fled to MX before interview). We knew they were well-armed for defense against a drug case but not against these frauds. In fact, it appeared they thought nothing about discussing the details of the benefit frauds. Another good aspect was that juries don't like public benefit fraud cases such as food stamp and AHCCCS thefts. These are relative easy cases and have a very rapid turn-around time of around 90 days, which is exceptional for white collar investigations. All suspects we were able to apprehend took plea deals for more time than they would have received if caught with a ton of marijuana. Since fraud is a predicate offense for forfeiture, we were able to seize bank accounts and various other forms of assets used in the crimes or created by the wealth from the crimes. Not a single case was lost. A very successful good-guy history. Just FYI if you look at the

AGO requested budget for 2017, I strongly suspect there is a correlation in the drop in AGO forfeitures (~\$5M page 294 of AGO budget request to Governor) was in-part due to my separation with the AGO as their Chief forfeiture investigator to DES OIG. I'm very proud of my achievements with the nearly eight years at the AGO (October 2008 to February 2016).

I have been involved with the counter-terrorism effort for some time, and I thought this model could be used by the JTTF here in Arizona. Prior to this, most JTTF cases would result in the deportation of the suspect with his acquired wealth because of several reasons. Much of it has to do with intelligence and data the FBI is willing to use in court. My theory was this: What if we could use state fraud charges to prosecute these high value targets in Arizona? My model was this: Assign an AGO Special Investigator to the JTTF operating from the Capone strategy. This requires a certain level of cooperation from AZ DES and AHCCCS. Many of the JTTF arrests you have seen on Arizona TV, including the individual in Tucson who was planning an attack on the Phoenix MVD office, were taken down using the Capone strategy. One Nigerian market moved \$800K of fraudulent EBT sales to Abuja, Nigeria shortly before we hit them with the warrants. This gives you an idea the amount for terrorist funding which is being generated in Arizona. In 2012 I took this proposal to the Phoenix FBI and it was accepted and we moved forward with great success. I would estimate over two dozen successful cases have occurred here in Arizona including known ISIS in Arizona streets and an undisclosed similar number are underway. There is also a very close and on-going element with AZ DES and the "Draw Mohamad" incident I am somewhat concerned about, but upon which I cannot elaborate. As I mentioned earlier, these cases were filed using state charges. As a result, the AGO also prosecuted these targets with a parallel forfeiture case taking the illegally gained wealth from these enemies of freedom. Lastly, this model has been so successful in the FBI's eyes, the FBI has taken this Arizona model nationally. I can give you the contact information for senior FBI officials here in Arizona to confirm these details. I encourage you to speak with them.

In early 2016, Terry Azbill approached me to consider a change of employer. In February 2016, I agreed to move to DES as a peace officer. I moved to DES because Terry Azbill recruited me asking me to take the helm after he retired in a few years. The timeline fit my point in life and DES OIG needed someone to build the security guard unit and then to professionalize OIG investigations. I agreed and started with DES OIG as a sworn peace officer February 29th, 2016.

Terry and I had a plan to get the DES Director's Security Operation initiative started since this was a priority to the IG and Director, and then raise the standards of OIG overall. I love a good challenge. As you have seen, the quality of several OIG investigations were rather shallow and some significant professional issues arose in the past year some of which were brought to light in the media. The OIG law enforcement arm was rather new, it was created around five years ago by Terry Azbill. The OIG team expertise varied greatly and it appeared that the applicant pool for OIG investigators repeatedly consisted of very low quality talent probably due to OIG's poor professional image.

This last July, I was conducting my annual counter-terror training in Israel when I was notified by the DES IG that Terry Azbill was released from DES - I was never told the reason. In mid-August 2016, I was asked by the DES IG if I would be the "Chief Law Enforcement Officer" (CLEO), and I agreed to assume the role for no additional salary. As of a few weeks ago, the direction from my supervisor and the DES Director was to replace approximately 70 armed contract guards with armed DES guards.

Little did I know the venomous environment between the liberals and conservatives in that agency and their ability to purposely create erroneous information to discredit others. If I had known this, I would have stayed at the AGO to protect Arizona. I would like to point out the recent successful OIG investigation and prosecution of a seated Arizona House Representative (Democrat) and the genesis of another case on a seated Representative (Democrat) for elder exploitation were not developed using the Capone method. It is my understanding these two cases came to the OIG from the DES Fraud Hotline.

My hope is that DES OIG will continue to assist the counter-terror efforts in Arizona.

Please keep me in mind if you know where I may be of professional assistance, I consider myself a loyal and dedicated state employee dedicated to protecting Arizona.



## Christopher Luebkin

---

**From:** Charles Loftus  
**Sent:** Monday, May 01, 2017 2:30 PM  
**To:** Christopher Luebkin  
**Subject:** FW: State victim of fraud by vendor

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Friday, December 9, 2016 3:13 PM  
**To:** 'dyoung2@azdes.gov' <dyoung2@azdes.gov>  
**Subject:** FW: State victim of fraud by vendor

FYI Sir

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Friday, December 2, 2016 3:51 PM  
**To:** 'ddoucet@azdes.gov' <ddoucet@azdes.gov>  
**Cc:** 'mliburdi@az.gov' <mliburdi@az.gov>; 'ngomez@azdes.gov' <ngomez@azdes.gov>; 'Michael Pang' <rnejo@azdes.gov' <rnejo@azdes.gov>; 'Contreras, Carlos' <CContreras@azdes.gov>; 'gburgos@azdes.gov' <gburgos@azdes.gov>; 'grichard@azdes.gov' <grichard@azdes.gov>; 'Hdarwin@azdes.gov' <Hdarwin@azdes.gov>; 'bbarraza@azdes.gov' <bbarraza@azdes.gov>; 'laquinde@azdes.gov' <laquinde@azdes.gov>  
**Subject:** RE: State victim of fraud by vendor

Dale,

The AGO just called about this possible case. I don't have the documents. You will need to collect them from Carol and Lora Mae. I don't recall the name of the gentleman from SPO, all my data has been cut off and I have no access to email records, however, I did have some copious notes on the case in my office. I spoke to the AGO duty officer several weeks ago at a FOP meeting and I told her I had a case for her and I wanted to terminate all services from the vendor before they opened the case. It is not easy to just stop vendor services and I had it tied to the start of the new security officers. She said to bring it over when the time was right.

Sorry, you will have to do some investigative work on it but not much. BTW the SPO may have other state agency victims, this is why you should contact that gentlemen.

Best,

Charlie

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Friday, December 2, 2016 9:50 AM

To: 'ddoucet@azdes.gov' <ddoucet@azdes.gov>

Cc: 'mliburdi@az.gov' <mliburdi@az.gov>; 'ngomez@azdes.gov' <ngomez@azdes.gov>; 'Michael Pang'

: 'rnejo@azdes.gov' <rnejo@azdes.gov>; 'Contreras, Carlos' <CContreras@azdes.gov>;

'gburgos@azdes.gov' <gburgos@azdes.gov>; 'grichard@azdes.gov' <grichard@azdes.gov>; 'Hdarwin@azdes.gov' <Hdarwin@azdes.gov>

; 'bbarraza@azdes.gov' <bbarraza@azdes.gov>;

'laquinde@azdes.gov' <laquinde@azdes.gov>

**Subject:** State victim of fraud by vendor

Dale,

I want to let you know of a fraud we uncovered in PSA.

Prior to my hiring on February 29th, 2016 DES programs arranged their own security through Terry Azbill. Each DES location was responsible for the guard contractor billing and several guard companies were involved. In March, we stated looking at the efficiency and performance issues with contract guards; there were plenty. I asked that Protective Services take over invoice payment because of poor quality of guards and gross overbilling we uncovered effective July 1, 2016. Shortly after July 1, 2016 PSA started reviewing the invoices we uncovered a probable fraud by one of the guard companies. You can find fraud in ARS Title 13. We discussed these issues with DES Procurement and met with DOA procurement (SPO). SPO said they too had detected several other very concerning non-DES issues with this same guard company. This particular guard company is very vocal and actively complains to DOA and the Office of the Governor. This guard company seems to have good connections in the Arizona political system.

Since the sworn staff in PSA and many DES employees are all witnesses to this probable fraud, I suggested to SPO we take this to the Arizona Attorney General's Office for investigation, and they agreed. I was waiting to officially bring the fraud to the AGO after we phased out this vendor, which should be occurring today at 1700 unless you re-hired them. I calendared a meeting with AGO next week on this fraud. The vendor is Surveillance Security and the fraud to the state in the mid-five-figure arena from my recollection. You should thoroughly investigate this issue now that you are aware of it. Carlos has some very incriminating information admitted to by this brazen company owner.

I hope you are having success finding the alleged missing pallets of ammo and missing weapons. I keep hearing about them on the local media, perhaps Fox and CNN will pick it up soon. I hope the Governor "releases" the person who made up this story. By the way, Nancy Gomez called me and said I was not eligible to appeal under the Governors appeal program, it was just for the people before me. So much for equal treatment under the law.

Best,

Charlie

## Christopher Luebkin

---

**From:** Charles Loftus  
**Sent:** Monday, May 01, 2017 2:30 PM  
**To:** Christopher Luebkin  
**Subject:** FW: Couple pending things

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Friday, December 9, 2016 3:13 PM  
**To:** 'dyoung2@azdes.gov' <dyoung2@azdes.gov>  
**Subject:** FW: Couple pending things

I had forgotten DES prosecuted the Mayor of Guadalupe (D). This occurred shortly before I arrived. Jay told me that many of the D's inside DES were accusing us of targeting D's when in fact they surfaced through the Fraud Hotline (according to Jay).

So a total of three seated D's were under investigation, two completed with convictions. The third was stalled shortly before we were fired.

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Wednesday, November 30, 2016 1:47 PM  
**To:** [mliburdi@az.gov](mailto:mliburdi@az.gov)  
**Cc:** 'Michael Pang'  
**Subject:** FW: Couple pending things

Mr Liburdi,

Below is a message I sent to Dale Doucet and others on Monday. I don't expect to hear anything back from these folks but I did not tell them there was a second case where a seated Arizona Legislator (D) was started and suddenly ended. It was a case of elder exploitation and we think an internal DES source informed the suspect of the case because of the extraordinary steps the suspect took to correct the situation just after the information was staffed outside OIG. There is probably still a crime but the elder exploitation case is not as easy to convince a jury since the losses were repatriated with the victims estate. There may be a fraud schemes and practices case depending on the governmental documentation. The good news is we still have six years on the statute of limitations.

So as you can imagine I am looking at this as a form retaliation from the Democrats who are either making things up to get rid of Jay Arcellana with the sudden vacuum of the Director's exit and they are using the Governor's Office as a unwitting mechanism. The sources of the misinformation know once someone is fired virtually no one ever gets their job back - even if exonerated. Once the factual information is conveyed to your office from DPS or whoever is looking into the DES issue, you will see I was not doing anything wrong and I was simply following legal and ethical direction from my boss who told me he was following direction from the Governor. Please see the note to Dale below, it is factual and number nine may be of particular interests to you.

I hope I will be able to find employment after all this misinformation has been disseminated. My focus at this point in time is to receive as much sunlight on this issue as needed so I can seek reemployment, I truly enjoyed serving Arizona.

As always I am available to speak to you or anyone from your office on this situation.

Best,

Charles Loftus

**From:** Charles Loftus

**Sent:** Monday, November 28, 2016 2:28 PM

**To:** 'ddoucet@azdes.gov' <[ddoucet@azdes.gov](mailto:ddoucet@azdes.gov)>

**Cc:** 'Hdarwin@azdes.gov' <[Hdarwin@azdes.gov](mailto:Hdarwin@azdes.gov)>; 'grichard@azdes.gov' <[grichard@azdes.gov](mailto:grichard@azdes.gov)>;  
'ngomez@azdes.gov' <[ngomez@azdes.gov](mailto:ngomez@azdes.gov)>

**Subject:** Couple pending things

Dale,

Since I had to leave in a hurry I should cover a couple pending things.

1. The statewide radio system (Yuma) is waiting for us to give them a few serial numbers so we can get onto the system. The radios were on order from Canyon State, I'm guessing they are on hold or abandoned now. You have to have a few radios to get started, we have the grant written. This is the same grant I received \$650K for the AG radios. The fact none of the sworn staff there have no radio communications is very disheartening and very unsafe for anyone working in the field. DPS will not give us any radios – we tried that route. This is why I purchased the old Motorola's to have at least car to car coms. There are six of them and I programmed all the DPS Metro channels along with the AIRS channels for the counties. These were purchased on E-Bay with a P-card. These radios are 1980's radios and cannot be used on the Yuma system.
2. On my desk I had around \$150K in restitution and investigative reimbursements. It was around 18 cases we had just started new program with the AG's office and I hope it goes well for you.
3. Carlos is working on around \$250K for new key card system for DES non-mall buildings statewide. It would be the same key card system DOA uses in the mall. This was going to be a grant item. Best find someone to write the grant.
4. Of the 55 pistols we purchased around 33 were issued to guards. 17 new guards are supposed to start on December 5. That would leave around five spares. We were told by Jeffries to replace all 72 contract guards with DES staff. I dragged my feet on the purchasing of more guns until we knew exactly the number for the last purchase.
5. The Beretta semi-automatic pistols that Terry Azbill purchased for Jeffries, Collier, Jay and Himself prior to my arrival are on the list of guns from Bill. All of the guard pistols are in the weapon and training database.
6. The ammo was calculated on the same number that DPS uses per person per shoot (250 rounds). We also used the security officer manual from DPS security officers for the training. In short we used the DPS guards as a model for the project. So we purchased ammunition for 70 security officers, 20 OIG sworn and 17 LEOSA's before the election. When President Obama was elected we could not buy ammo for over a year for training and with the schedule for implementation that Jeffries gave me I could not afford to be held up by a rush on ammo. Just FYI we ordered much of the ammo in June before Terry left and it took three months to get most of the ammo. As a result we had to buy some ammo from retail to get the training completed. Otherwise the guards would not have been armed as Jeffries instructed.
  - a. Note I have no idea where "pallets of ammo" are. We ordered ammo which was shipped on pallets, one had four boxes, one had six and one had sixteen if I recall. They ship all multi-boxes of ammo on pallets since each box is 45 pounds. Carlos knows where the room the ammo is stored, I have never been to it. So somebody is being very dishonest when they are telling ADOA there are pallets of ammo at DES. Be careful, there is a snake of a person in grass there.



7. Please keep an eye on the outgoing cases and any search warrants. Embarrassments such as the Release Questionnaire from your shop (IA) hurt our reputation. The media is watching everything out of that shop. I have caught several significant issues you are not aware of and I'm not going to memorialize.
8. I discussed with AZPOST if it was a problem having all "Sergeants." I was concerned our (your) line staff was deficient with practical skills training. AZPOST said it was an issue so rather than changing people's rank I was just going to have everyone meet the practical skills training minimums.
9. This is the largest issue - Peace Officer authority. Several of the staff OIG attorneys and the Assistant AG looked at our ... sorry ... your peace officer authority presently within ARS. The bottom line is that the OIG sworn staff probably do not have peace officer authority. I think there is an unofficial AG opinion floating around. I may have a copy, I will look for it. I drafted a new language to be sent to the legislature. I was told with the present environment — especially since we just indicted a seated member of the legislature asking for statutory changes was very problematic especially if it involved OIG authority and one of their own members. Good thing I wasn't involved in that case until the indictment was unsealed. I could not convince anyone to move the statutory change forward. What was discussed a week or so ago is to limit all sworn staff to low liability issues. This would eliminate search warrants and arrests and other clear uses of police powers. Perhaps you will have more of a springboard to get this resolved than I did.
- 10.
11. ~~we just re-wrote many of the policies including use of force.~~ I suggest review them soon and if you approve you need to get it out to the sworn staff ASAP.
12. Keep your head down and powder dry, someone is out to get the guys who wear the white hats.

Dr. Charles Loftus

## Christopher Luebkin

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**From:** Charles Loftus  
**Sent:** Monday, May 01, 2017 2:30 PM  
**To:** Christopher Luebkin  
**Subject:** FW: Ammunition Purchases  
**Attachments:** Greyscale.pdf

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Friday, December 9, 2016 3:13 PM  
**To:** 'dyoung2@azdes.gov' <dyoung2@azdes.gov>  
**Subject:** FW: Ammunition Purchases

FYI sir

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Tuesday, November 29, 2016 3:11 PM  
**To:** 'Hdarwin@azdes.gov' <Hdarwin@azdes.gov>  
**Cc:** 'mliburdi@az.gov' <mliburdi@az.gov>; 'ngomez@azdes.gov' <ngomez@azdes.gov>; 'Michael Pang'  
<____@azdes.gov>; 'rnejo@azdes.gov' <rnejo@azdes.gov>; 'Contreras. Carlos' <CContreras@azdes.gov>;  
'amaya@azdes.gov' <amaya@azdes.gov>; 'gburgos@azdes.gov' <gburgos@azdes.gov>  
<gburgos@azdes.gov>; 'grichard@azdes.gov' <grichard@azdes.gov>  
**Subject:** Ammunition Purchases

Mr Darwin,

I understand that someone is alleging there is missing ammunition (~70,000 rounds) and DES has been ordered to conduct a large scale snipe hunt for pallets of ammunition. Please be assured the attached document is accurate to within a couple thousand rounds, Autumn may have a more current version. Attached you will find the inventory conducted by Autumn Maya. All of the PO's are indicated and the grand total amount of ammunition purchased on PO was 82K rounds for the sworn and security operations. This inventory was conducted a few days before the DPS raid on DES. We had had anticipated someone asking for the inventory as an examination would have been a prudent part of an investigation but nobody ever contacted me or anyone in my staff. It would have been better ADOA investigation if someone had contacted us for the inventories and debunked and false information to avoid this drama.

I understand that DPS raided DES with their SWAT team to take custody of the few pistols and ammunition. I'm not certain if that level of intimidation was necessary unless some "point" was trying to be made. The ammunition ordered on the attached document was stored in two area. The PSA office had around 15K rounds of mostly 9mm for the upcoming training. The rest of the ammunition was stored in the basement of 1717. This location had very limited access and I had never seen it. I was told that the DPS SWAT members had verbal altercations with my staff demanding to see the rest of the ammo after seeing what was in the basement. This leads me to believe DPS was also provided false information.

****If you are being told anything other than the information contained on the attached document ask the person to prove the data. Please ask for packing slips and invoices and who received the ammo. These records were well kept and should be readily available. I strongly suspect you are being purposely misled for political reasons as was ADOA. I fear this snipe hunt is just another extension of having the DPS SWAT team raid DES.**

On hand there was approximately 59K rounds of practice ammo and 14K rounds of duty ammo.

If you have any question please do not hesitate to contact me.

Best regards,

Charles Loftus

## Christopher Luebkin

---

**From:** Charles Loftus  
**Sent:** Monday, May 01, 2017 2:31 PM  
**To:** Christopher Luebkin  
**Subject:** FW: DES OIG Training records

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Friday, December 9, 2016 3:46 PM  
**To:** 'dyoung2@azdes.gov' <dyoung2@azdes.gov>  
**Cc:** mliburdi@az.gov; 'Hdarwin@azdes.gov' <Hdarwin@azdes.gov>  
**Subject:** DES OIG Training records

All,

When I arrived at OIG it was agreed that Protective Services would assume the training records for sworn and non-sworn staff. I ordered some specialized software from LEA for law enforcement training records and firearms records. Up to that point all Bill Foldish did for the OIG AZPOST records was to insert a piece of paper into a folder. The new software included weapon inventory, training costs and ammunition used. It also generated a customized records production for a AZPOST audit. This is very nice software for \$2000, perfect for a small organization. Scottsdale PD uses it and I also purchased it for AGO SIS. I asked Autumn to enter all training records for 2016 and to add all the security weapons. Bill Foldish is the OIG range master and he finally got me the OIG pistol inventory a few days before the DPS raid. I don't know if they were entered into the system. These are some Smith and Wesson and Beretta pistols which were issued to OIG and DES executives by Terry and Bill.

We also ordered a software package from LEA to keep inventory of issued equipment. As of the day of the DPS raid it had not been installed on the server, perhaps it is active now.

When I arrived to OIG I learned that all the line staff held the rank of "sergeant" which I found odd. I asked Terry why that was and I recall him explaining it was the easiest way of getting a raise for the investigators. DES as a whole are not familiar with paramilitary structure and didn't know that "sergeant" was a supervisor rank. For a parity raise DES looked at other sergeants in state service for parity raises. This concerned me because under AZPOST rules line staff are subject to the eight hours of proficiency skills every three years. Sergeants and above are exempt from this training requirement. What if line staff are sergeants? Since I was assuming supervisory control of OIG AZPOST records I contacted Mark Perkovich at AZPOST and asked him if we were in violation of AZPOST rules. Mark said he did not think we were in violation but we agreed this was something that didn't pass the smell test. As a result I had started the preparation of proficiency skills training for all of OIG. In the training system are several classes ready to go to meet the AZPOST proficiency skills requirement. My assumption was the sworn staff would not appreciate a rank change, so an internal policy that everyone met proficiency skill hours was the best fix. This would also sharpen the edge of some staff who could use some time on a wet stone.

I hope you find this information useful.

Charles Loftus

## Christopher Luebkin

---

**From:** Charles Loftus  
**Sent:** Monday, May 01, 2017 2:32 PM  
**To:** Christopher Luebkin  
**Subject:** FW: Grant published, Federal Asset Sharing, and State RICO

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Thursday, December 15, 2016 6:27 AM  
**To:** 'dyoung2@azdes.gov' <dyoung2@azdes.gov>  
**Subject:** FW: Grant published, Federal Asset Sharing, and State RICO

Sir, I forgot to copy you on this message.

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Wednesday, December 14, 2016 9:15 AM  
**To:** Terry Azbill <TAzbill@azdes.gov>  
**Cc:** 'Hdarwin@azdes.gov' <Hdarwin@azdes.gov>; mliburdi@az.gov; 'Michael Pang'  
**Subject:** Grant published, Federal Asset Sharing, and State RICO

Terry,

The grant for body worn cameras was announced this morning. <http://www.grants.gov/web/grants/view-opportunity.html?oppid=290674> You can probably get all the sworn staff cameras with bells and whistles from Evidence.com on this grant. You can use RICO/ARF funds for the matching funds, this is a common and approved practice. Same with the radio grant below.

I will let you know when the grant opens for the communications/radio system. DES should be able to get \$200-250K on that grant - no problem. That will be enough for all the sworn and some of the non-sworn who work in the field including portables and vehicle mounted radios on the statewide system. I spoke publically about this project at several meeting to the sworn staff and they were very happy to hear we working diligently for their safety.

I had Autumn start working on the federal asset sharing portal with US DOJ in September. Since the JTTF was using DES staff for research and cases DES is eligible for Federal Asset Sharing on federal cases. DES probably has missed out on quite a bit of money from the cases I am aware of. Submitting a DAG is now all online. Autumn sent the documents in in late September to get DES OIG access to claim the DAGs. The bad thing about federal DAGs – they take forever typically 18 months. The state ARF/RICO with the AG or county attorney are often three to six months depending on the case.

I started looking at some of the Tucson cases and noticed we had not been sent any RICO funds. I checked with the AG's office and they had not even opened a forfeiture case for the cases. I think once Wes left the Tucson AG office and Devin was working those large Capone cases rather independently with the Pima SO, they were not submitted for RICO. I'm assuming this was just an oversight. I spoke to JT Walsh at the AG's office and he said he would get these corrected. It may require some work by you or your staff to draft the forfeiture case, simple enough. I am fairly certain

the assets were seized, I recall we hit around ten locations that day because I took the location around 18 miles south of Casa Grande in the middle of nowhere.

Best,

Charlie

## Christopher Luebkin

---

**From:** Charles Loftus  
**Sent:** Monday, May 01, 2017 2:32 PM  
**To:** Christopher Luebkin  
**Subject:** FW: FieldPrint System

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Thursday, December 15, 2016 6:48 AM  
**To:** Terry Azbill <TAzbill@azdes.gov>  
**Cc:** 'dyoung2@azdes.gov' <dvoun2@azdes.gov>; 'Hdarwin@azdes.gov' <Hdarwin@azdes.gov>; mliburdi@az.gov;  
'Michael Pang' 'Contreras, Carlos' <CContreras@azdes.gov>  
**Subject:** FieldPrint System

Terry,

While you were gone DCS told us they were going to stop doing our fingerprints and sending them to DPS. This was a result of the Governor's directive on digitizing fingerprints. We had to scramble to get the system setup but we did. The station is in the PSA office and Autumn is the system manager. To keep that machine we needed to do around 300 or 400 prints per year which is not a problem internally. If we lose the machine, we have to send internal applicants to a UPS Store for fingerprinting. We were also looking at placing these machines in Northern and Southern Arizona. DDD has not fully jumped on board and wanted to continue to paper print their applicants. These take up to 90 days for approval while the digital systems are only a matter of days. So in the DES vacuum DDD may ignore the new system which will be problematic for you later on. Also, Morris was working on rolling the system out to the contract workers. I don't know where that is at.

DES sends to DPS around 1000 prints per year for internal applicants is my understanding. You should take some time and learn the process function of the new system and the cost(s) associated with it because it is your baby now.

I understand Nancy Gomez is ordering DES employees not to talk or communicate with me or any of the other "DES 6" alumni. I find that interesting.

Best,

Charlie

## Christopher Luebkin

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**From:** Charles Loftus  
**Sent:** Monday, May 01, 2017 2:32 PM  
**To:** Christopher Luebkin  
**Subject:** FW: Some developments

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Friday, December 16, 2016 11:36 AM  
**To:** 'dyoung2@azdes.gov' <dyoung2@azdes.gov>  
**Cc:** Terry Azbill <TAzbill@azdes.gov>; 'Hdarwin@azdes.gov' <Hdarwin@azdes.gov>; mlburdi@az.gov; 'Michael Pang'  
'ngomez@azdes.gov' <ngomez@azdes.gov>  
**Subject:** Some developments

Dennis,

I'm in a bit of a quagmire. DOA/DES has either released via news release or some form of informal leak that ammunition and guns were missing while simultaneously releasing I was dismissed because I was a "close associate" with Timothy Jeffries, all of which is erroneous information. Neither the Governor's Office, DOA or DES has indicted, released, or made any effort to notify the public that the information regarding the missing firearms or ammunition (70K rounds = 1.6 tons) was wrongly reported to them. I don't care if people think I'm friends with Jeffries, but I do if they think I'm a thief.

Because of my white-collar and public corruption experience I may have employment opportunities which require in-depth background investigation. Everyone in this email knows the truth but yet continues propagate or continue the cloud of suspicion to discredit the DES-6 [specifically me] which arises possible ethical violations. I asked the Governor's Office Ombudsman to look into my termination asking for reinstatement. I asked for reinstatement specifically to provide me the opportunity to find another job and damper the allegations of serious felonies. The unnamed Ombudsman replied back [see below] within a few hours saying Nancy Gomez is the one which has to look into this. I understand Nancy Gomez is the one who investigated and recommended my termination, again if true I have concerns about this.

I am fully aware that Terry has close friends in the Governor's Office and some elected friends. Terry has told me this information in person on numerous occasions. I can understand why he is the first person to be reinstated in this big mess. The reason for his release was only known to a few and I am not one of the few nor did I contribute to his departure. I was out of the country when he was dismissed. I have spoken to Terry several times, neither of us can identify a specific reason. Honestly, I'm glad he is back at DES.

We often speak of some basic tests for good public management; Is the path you have chosen Legal, Ethical and will it pass the Headline Test? Public officials using their office and authority to purposely discredit a good public servant with known erroneous information fails all three of these tests.

All I ask is reinstatement for a few months to demonstrate I'm not a thief which many believe due to the inaccurate press releases. Even the Boy Scouts of America (I'm a Boy Scout leader) have asked me what my involvement was and if I was going to be charged with the theft of the missing items.



Thank you for your time.

Charlie

December 15, 2016

Dr. Charles Loftus  
PO Box 83345  
Phoenix, AZ 85071-3345

Dear Dr. Loftus,

The Governor's Office is in receipt of your email communication.

Nancy Gomez is handling all reinstatements for the Department of Economic Security. We can only encourage you to continue working with Ms. Gomez for resolution.

Thank you for contacting the Governor's Office.

Sincerely,

DOUGLAS A. DUCEY

GOVERNOR

STATE OF ARIZONA

/s/

Governor's Office

Constituent Services

[www.azgovernor.gov](http://www.azgovernor.gov)

## Christopher Luebkin

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**From:** Charles Loftus  
**Sent:** Monday, May 01, 2017 2:33 PM  
**To:** Christopher Luebkin  
**Subject:** FW: Surveillance Security issue  
**Attachments:** CAL Vita 2016ASU.PDF; Bio 2016 full.pdf

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Sunday, December 18, 2016 6:19 PM  
**To:** 'dyoung2@azdes.gov' <dyoung2@azdes.gov>  
**Subject:** Surveillance Security issue

Dennis,

I would like to take a moment to highlight the issue with Surveillance was uncovered by my management decisions. This issue is a good example of my work for the state.

- Each location coordinated their own security and paid the invoices. I inherited around 57 existing guards from Terry the day I started.
- The billing and payment was a nightmare not to mention the inability to accurately generate a budget number for contract security services.
- I made the decision to move all security coordination and invoicing to a central location, PSA. This is why (in-part) Carol and Francine were hired to manage the invoices.
- It took several weeks to iron out billing issues for all companies, it was a mess. Once we got that under control we notice the odd billing practices of Surveillance.
- We had to request all contract security companies to re-invoice for a wide range of errors, Surveillance was quite uncooperative. However, once the irregularities were discovered I decided to make a vendor complaint to SPO on Surveillance.
- We met with SPO. I don't recall the gentleman's name and he agreed saying there were several issues with Surveillance and has not had much success with the owner.
- I directed PSA to eliminate all Surveillance staff from DES locations effective Nov 25, 2016 – I was sacked November 23. I could have simply had Surveillance correct the invoices and move on to other projects but this is not my style. I fix things.
- SPO asked if I would take the case to the AG's office and I agreed. I had a FOP meeting close to that period of time at the LAW Building and asked the duty agent how busy she was telling her there was a probable contractor fraud. She said there was a significant backlog of cases.

The point I wanting to make is this and many other issues in OIG were detected and dealt with because of my management approach, your receive one from every few days via email. The silo approach to the OIG units is very dysfunctional and I predict your recommendation will include some form of organizational realignment. In fact, Jay asked that I provide some suggestions on a re-org in early 2017 after Sherry retired. I drafted two versions you would recognize and we discussed these in one staff meeting. Bryce was very uncomfortable with this as it was a traditional law enforcement hierarchy and the IA chief reported to the CLEO. The org charts I had made up are in my DES e-mail archives.

To wrap this message up is this proposal; Terry and Dale are not fully equipped to make OIG successful. You need a third person who has these capabilities and the energy and impetus to make it successful. That person would be me. I have sent a stack of messages to you and others highlighting accomplishments or significant issues being handled or projects underway. OIG was being improved, I only had the helm for three months. I would place a sworn manager over IA, Bryce made some significant errors because of his lack of understanding criminal procedures. He is a very good employee and works endlessly, just a very shallow understanding of criminal investigation and procedures. I would have one manager run special ops and investigations while placing a Lieutenant as the supervisors for each. I would then have IA and PSA merged into one unit. Some of the work the sworn employees do is duplicative or complementary. In short a CLEO who is not the IG, Two Deputy Chiefs (IA/PSA and SP/SI) respectfully. I would ask that you recommend me as the deputy chief for the IA/PSA.

I also have to comment, one model I mentioned to Jay was eliminating sworn staff and having the AGO or DPS contract these functions as they have a better infrastructure and institutional knowledge with the law enforcement function and management. Jay said that was not an option under Director Jay and I focused on other models.

Thank you for your time,

Charlie

Charles Loftus

## Christopher Luebkin

---

**From:** Charles Loftus  
**Sent:** Monday, May 01, 2017 2:33 PM  
**To:** Christopher Luebkin  
**Subject:** FW: Arizona Victims Rights and DES OIG

Charles Loftus

**From:** Charles Loftus [mailto:  
**Sent:** Monday, December 19, 2016 8:06 AM  
**To:** Terry Azbill <TAzbill@azdes.gov>  
**Cc:** mliburdi@az.gov; 'dyoung2@azdes.gov' <dyoung2@azdes.gov>; 'Hdarwin@azdes.gov' <Hdarwin@azdes.gov>; 'Michael Pang'  
**Subject:** Arizona Victims Rights and DES OIG

Terry,

Prior to your dismissal we had spoken briefly about victims' rights. After I was appointed CLEO there were many issues that I needed to work on. One issue that boiled up was the plea deal with Representative Velasquez. Director J wanted me to contact the AGO and find out what happened and why DES was not consulted. I have experience in the victims' rights process in Arizona and I was concerned on several levels that DES OIG was not complying with Arizona Victims' Rights laws. I contacted the victims' rights unit at the AGO and made an appointment with the section chief and her deputy - both of which I know well (*yes, I know it seems that I know everyone at the AGO*). Sherry Kline also attend this meeting. With the plea agreement of Representative Velasquez appearing to be so lenient we wanted to know why DES was not included in the plea negotiations, Director J was quite upset we were not included in the negotiations. At that point in time my suspicions on the leniency were centered on OIG had just fired the only investigator for this case (Randy Markum) and the state had no witness -- little did the defense know this tidbit and the state wanted to get a plea accepted knowing the case agent was terminated. After the meeting we learned that someone several years ago from OIG had notified AGO Victim Services that DES OIG never wanted to enforce any victim rights or be consulted in prosecution progression. We asked that this be changed and we did want to enforce victims' rights, investigation reimbursement and restitution. I still think my assumption on the leniency for Rep. Velasquez is accurate.

At the conclusion of the meeting we worked out some investigative costs and restitution models and that DES would never waive victims rights. But more importantly DES OIG needed to start using the victims' rights process for the various victims including DES programs. We had planned on having AGO Victim Services conduct a 90 minute training based on the AGO SIS victims' rights training program with the OIG investigators, all of them including PSA and IA. Failure to do so was a violation of the Arizona Victims' Rights Amendment. I suggest you contact the AGO and get the training started. I ordered the victims' rights forms and they were received. The last I saw of them they were in the PSA office, one style of book for Maricopa County and another book style for the rest of the counties in the state if I recall correctly. There is a digital form you can use and this is the best option for OIG in my opinion, I suggest you get that out to the investigators when you find time. Also, when a suspect is booked there is a need to enter this data at the time of the booking to make certain all the victims' rights data flows correctly through the system to the prosecutors and victims.

Lastly, I had drafted a policy, it should be in my archive folder labeled something like "Victim Rights." In other words, you need to get a draft version to the policy folks so you are in compliance and have some proof. Look through my archives, you will find several interesting things.



## **Replacement Check List**

For rules filed within the  
1st Quarter  
January 1 - March 31, 2016

# **THE ARIZONA ADMINISTRATIVE CODE**

Within the stated calendar quarter, this Chapter contains all rules made, amended, repealed, renumbered, and recodified; or rules that have expired or were terminated due to an agency being eliminated under sunset law. These rules were either certified by the Governor's Regulatory Review Council or the Attorney General's Office; or exempt from the rulemaking process, and filed with the Office of the Secretary of State. Refer to the historical notes for more information. Please note that some rules you are about to remove may still be in effect after the publication date of this Supplement. Therefore, all superseded material should be retained in a separate binder and archived for future reference.

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## **Title 13. Public Safety**

### **Chapter 4. Arizona Peace Officer Standards and Training Board**

Supplement Release Quarter: 16-1

#### **Sections, Parts, Exhibits, Tables or Appendices modified**

R13-4-101 through R13-4-109.01, R13-4-110 through R13-4-112, R13-4-114, R13-4-116 through R13-4-118, R13-4-201 through R13-4-206, R13-4-208

REMOVE Supp. 06-1  
Pages: 1 - 18

REPLACE with Supp. 16-1  
Pages: 1 - 19

*The board's contact person who can answer questions about rules in Supp. 16-1:*

Arizona Peace Officer Standards and Training Board  
Name: Jack Lane  
Address: 2643 E. University, Phoenix, AZ 85034  
Telephone: (602) 774-9364  
Fax: (602) 244-0477  
Web site: [www.azpost.gov](http://www.azpost.gov)

*Disclaimer: Please be advised the person listed is the contact of record as submitted in the rulemaking package for this supplement. The contact and other information may have changed and is provided as a public courtesy.*

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## **PUBLISHER**

**Arizona Department of State  
Office of the Secretary of State, Public Services Division**

## PREFACE

Under Arizona law, the Department of State, Office of the Secretary of State (Office), accepts state agency rule filings and is the publisher of Arizona rules. The Office of the Secretary of State does not interpret or enforce rules in the Administrative Code. Questions about rules should be directed to the state agency responsible for the promulgation of the rule.

Scott Cancelosi, Director  
PUBLIC SERVICES DIVISION  
March 31, 2016

### RULES

A.R.S. § 41-1001(17) states: “‘Rule’ means an agency statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedures or practice requirements of an agency.”

### THE ADMINISTRATIVE CODE

The Arizona Administrative Code is where the official rules of the state of Arizona are published. The Code is the official codification of rules that govern state agencies, boards, and commissions. Virtually everything in your life is affected in some way by rules published in the Arizona Administrative Code, from the quality of air you breathe to the licensing of your dentist. This chapter is one of more than 230 in the Code compiled in 21 Titles.

### ADMINISTRATIVE CODE SUPPLEMENTS

Rules filed by an agency to be published in the Administrative Code are updated quarterly. Supplement release dates are printed on the footers of each chapter:

First Quarter: January 1 - March 31  
Second Quarter: April 1 - June 30  
Third Quarter: July 1 - September 30  
Fourth Quarter: October 1 - December 31

For example, the first supplement for the first quarter of 2016 is cited as Supp. 16-1.

### HOW TO USE THE CODE

Rules may be in effect before a supplement is released by the Office. Therefore, the user should refer to issues of the Arizona Administrative Register for recent updates to rule Sections.

### ARTICLES AND SECTIONS

Rules in chapters are divided into Articles, then Sections. The “R” stands for “rule” with a sequential numbering and lettering system separated into subsections.

### HISTORICAL NOTES AND EFFECTIVE DATES

Historical notes inform the user when the last time a Section was updated in the Administrative Code. Be aware, since the Office publishes each quarter by entire chapters, not all Sections are updated by an agency in a supplement release. Many times just one Section or a few Sections may be updated in the entire chapter.

### ARIZONA REVISED STATUTE REFERENCES

The Arizona Revised Statutes (A.R.S.) are available online at the Legislature’s website, [www.azleg.gov](http://www.azleg.gov). An agency’s authority note to make rules are often included at the beginning of a chapter. Other Arizona statutes may be referenced in rule under the A.R.S. acronym.

### SESSION LAW REFERENCES

Arizona Session Law references in the introduction of a chapter can be found at the Secretary of State’s website, [www.azsos.gov/services/legislative-filings](http://www.azsos.gov/services/legislative-filings).

### EXEMPTIONS FROM THE APA

It is not uncommon for an agency to be exempt from the steps outlined in the rulemaking process as specified in the Arizona Administrative Procedures Act, also known as the APA (Arizona Revised Statutes, Title 41, chapter 6, Articles 1 through 10). Other agencies may be given an exemption to certain provisions of the Act.

An agency’s exemption is written in law by the Arizona State Legislature or under a referendum or initiative passed into law by Arizona voters.

When an agency files an exempt rulemaking package with our Office it specifies the law exemption in what is called the preamble of rulemaking. The preamble is published in the Arizona Administrative Register online at [www.azsos.gov/rules](http://www.azsos.gov/rules), click on the Administrative Register link.

In the Administrative Code the Office includes editor’s notes at the beginning of a chapter indicating that certain rulemaking Sections were made by exempt rulemaking. Exempt rulemaking notes are also included in the historical note at the end of a rulemaking Section.

The Office makes a distinction to certain exemptions because some rules are made without receiving input from stakeholders or the public. Other exemptions may require an agency to propose exempt rules at a public hearing.

### EXEMPTIONS AND PAPER COLOR

If you are researching rules and come across rescinded chapters on a different paper color, this is because the agency filed a Notice of Exempt Rulemaking. At one time the office published exempt rules on either blue or green paper. Blue meant the authority of the exemption was given by the Legislature; green meant the authority was determined by a court order. In 2001 the Office discontinued publishing rules using these paper colors.

### PERSONAL USE/COMMERCIAL USE

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*Public Services managing rules editor, Rhonda Paschal, assisted with the editing of this chapter.*

Arizona Peace Officer Standards and Training Board

TITLE 13. PUBLIC SAFETY

CHAPTER 4. ARIZONA PEACE OFFICER STANDARDS AND TRAINING BOARD

(Authority: A.R.S. § 41-1822(1) et seq.)

The Arizona Law Enforcement Officer Advisory Council's name was changed by Laws 1994, Ch. 324, § 1, effective July 17, 1994. All references to the Council were changed to reflect the new Board. (Supp. 94-3).

ARTICLE 1. GENERAL PROVISIONS

New Article 1 consisting of Sections R13-4-101 through R13-4-118 adopted effective March 23, 1989.

Former Article 1 consisting of Sections R13-4-01 through R13-4-08 repealed effective March 23, 1989.

Section

R13-4-101. Definitions ..... 2

R13-4-102. Internal Organization and Control of the Board .. 2

R13-4-103. Certification of Peace Officers ..... 2

R13-4-104. Peace Officer Category Restrictions ..... 3

R13-4-105. Minimum Qualifications ..... 3

R13-4-106. Background Investigation Requirements ..... 5

R13-4-107. Medical Requirements ..... 5

R13-4-108. Agency Records and Reports ..... 6

R13-4-109. Denial, Revocation, Suspension, or Cancellation of Peace Officer Certified Status ..... 6

R13-4-109.01. Restriction of Certified Peace Officer Status:

    Training or Qualification Deficiencies ..... 7

R13-4-110. Basic Training Requirements ..... 7

R13-4-111. Certification Retention Requirements ..... 8

R13-4-112. Time Frames ..... 9

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R13-4-116. Academy Requirements ..... 11

R13-4-117. Training Expense Reimbursements ..... 13

R13-4-118. Hearings; Rehearings ..... 14

ARTICLE 2. CORRECTIONAL OFFICERS

Article 2, consisting of Sections R13-4-201 through R13-4-208, adopted effective December 16, 1992, filed June 16, 1992 (Supp. 92-2).

Section

R13-4-201. Definitions ..... 14

R13-4-202. Uniform Minimum Standards ..... 15

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## Arizona Peace Officer Standards and Training Board

**ARTICLE 1. GENERAL PROVISIONS****R13-4-101. Definitions**

In this Article, unless the context otherwise requires:

"Academy" means an entity that conducts the Board-prescribed basic training courses for full-authority, specialty, or limited-authority peace officers.

"Agency" means a law enforcement entity empowered by the state of Arizona.

"Appointment" means the selection by an agency of an individual to be a peace officer or peace officer trainee.

"Approved training program" means a course of instruction that meets Board-prescribed course requirements.

"Board" means the Arizona Peace Officer Standards and Training Board.

"Board-trained physician" means an occupational medicine specialist or a physician who has attended a Board course on peace officer job functions.

"Cancellation" means the annulment of certified status without prejudice to reapply for certification.

"Certified" means approved by the Board as being in compliance with A.R.S. Title 41, Chapter 12, Article 8 and this Chapter.

"CFE" means the Board-approved Comprehensive Final Examination that measures mastery of the knowledge and skills taught in the 585-hour full-authority peace officer basic training course.

"Denial" means the permanent refusal of the Board to grant certified status.

"Dangerous drug or narcotic" means a substance identified in A.R.S. § 13-3401 as being a dangerous drug or narcotic drug.

"Experimentation" means the illegal possession or use of marijuana or a dangerous drug or narcotic as described in R13-4-105(B) and (C).

"Full-authority peace officer" means a peace officer whose authority to enforce the laws of this state is not limited by this Chapter.

"Illegal" means in violation of federal or state statute, rule, or regulation.

"Lapse" means the expiration of certified status.

"Limited-authority peace officer" means a peace officer who is certified to perform the duties of a peace officer only in the presence and under the supervision of a full-authority peace officer.

"Open enrollee" means an individual who is admitted to an academy but is not appointed by an agency.

"Outside provider" means an entity other than the Board or an agency that makes continuing training available to peace officers.

"Peace officer" has the meaning in A.R.S. § 1-215.

"Peace officer trainee" means an individual recruited and appointed by an agency to attend an academy.

"Physician" means an individual licensed to practice allopathic or osteopathic medicine in this or another state.

"Restriction" means the Board's limitation on duties allowed to be performed by a certified peace officer.

"Revocation" means the permanent withdrawal of certified status.

"Service ammunition" means munitions that perform equivalently in all respects when fired during training or qualification to those carried on duty by a peace officer.

"Service handgun" means the specific handgun or equivalent that a peace officer carries for use on duty.

"Specialty peace officer" means a peace officer whose authority is limited to enforcing specific sections of the Arizona Revised Statutes or Arizona Administrative Code, as specified by the appointing agency's statutory powers and duties.

"Success criteria" means a numerical statement that establishes the performance needed for an individual to demonstrate competency in a knowledge, task, or ability required by this Chapter.

"Suspension" means the temporary withdrawal of certified status.

"Termination" means the end of employment or service with an agency as a peace officer through removal, discharge, resignation, retirement, or otherwise.

**Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1). Amended effective August 6, 1991 (Supp. 91-3). References to "Council" changed to "Board" (Supp. 94-3). Amended effective October 20, 1995; filed with the Secretary of State April 20, 1995 (Supp. 95-2). Amended by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking at 12 A.A.R. 331, effective March 11, 2006 (Supp. 06-1). Amended by final rulemaking at 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**R13-4-102. Internal Organization and Control of the Board**

- A. Scheduled meetings. The Chair, in consultation with the Board, shall set regular meeting dates of the Board.
- B. Special meetings. Except in the case of an emergency meeting declared by the Governor or the Chair, the Chair shall give at least five days' written notice of a special meeting to each member of the Board.
- C. Subcommittees. The Chair may appoint subcommittees to inquire into any matter of Board interest. Each subcommittee shall report its findings, conclusions, and recommendations to the Board, in a manner directed by the Chair.

**Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1). References to "Council" changed to "Board" (Supp. 94-3). Amended by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking at 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**R13-4-103. Certification of Peace Officers**

- A. Certified status mandatory. An individual who is not certified by the Board or whose certified status is inactive shall not function as a peace officer or be assigned the duties of a peace officer by an agency, except as provided in subsection (B).
- B. Sheriffs who are elected are exempt from the requirement of certified status.
- C. An individual shall satisfy the minimum qualifications and training requirements to receive certified status.
- D. Peace officer categories. The categories for which certified status may be granted are:
  1. Full-authority peace officer,



## Arizona Peace Officer Standards and Training Board

2. Specialty peace officer, and
  3. Limited-authority peace officer.
- E. Application for certification. An individual who seeks to be certified as a peace officer shall make application as follows:
1. Submit to an agency an application that contains all documents required by R13-4-105, R13-4-106(A) and (B), and R13-4-107;
  2. Obtain an appointment from the agency; and
  3. Obtain either a certificate of graduation from a Board-prescribed Peace Officer Basic Course or a certificate of successful completion of the waiver of training process prescribed by R13-4-110(D).
- F. An open enrollee shall obtain an appointment from an agency within one year after graduating from a Board-prescribed Peace Officer Basic Course.
1. If more than one year but less than three years elapse after graduation from a Board-prescribed Peace Officer Basic Course before an open enrollee obtains an appointment from an agency, the open enrollee shall again take the CFE required under R13-4-110 and satisfactorily perform the practical demonstrations of proficiency in physical conditioning, vehicle operations, pursuit operations, and firearms, including firearms qualifications, as required under R13-4-116(E)(1).
  2. If more than three years elapse after graduation from a Board-prescribed Peace Officer Basic Course, an open enrollee shall again graduate from the Board-prescribed Peace Officer Basic Course before obtaining an appointment from an agency.
- G. Establishing or enforcing qualifications, standards, or training requirements. The Board may waive in whole or in part any provision of this Article upon a finding that the best interests of the law enforcement profession are served and the public welfare and safety is not jeopardized by the waiver. The Board may place restrictions or requirements on a peace officer as a condition of certified status.
- H. This Section is effective six months after filing with the Secretary of State as required by A.R.S. § 41-1823(A).

**Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1). Amended effective October 20, 1995; filed with the Secretary of State April 20, 1995 (Supp. 95-2). Amended by final rulemaking at 8 A.A.R. 3201, effective January 11, 2003 (Supp. 02-3). Amended by final rulemaking a 22 A.A.R. 555, filed in the Office of the Secretary of State on February 8, 2016; effective six months after the date filed in accordance with A.R.S. § 1823 (Supp. 16-1).

**R13-4-104. Peace Officer Category Restrictions**

- A. Limited-authority peace officer.
1. A limited-authority peace officer shall be in the presence and under the supervision of a full-authority peace officer when engaged in patrol or investigative activities performed to detect, prevent, or suppress crime, or to enforce criminal or traffic laws of the state, county, or municipality.
  2. A limited-authority peace officer may perform the following duties without supervision of a full-authority peace officer:
    - a. Directing traffic;
    - b. Assisting with crowd control; or
    - c. Maintaining public order in the event of riot, insurrection, or disaster.
- B. Specialty peace officer. A specialty peace officer has only the authority specified in R13-4-101.
- C. Peace officer category change. A certified peace officer may be appointed to another peace officer category within the same agency without the background investigation and medical examination required in R13-4-105, R13-4-106, and R13-4-107 when these requirements were previously satisfied for appointment if:
1. No more than 30 days have elapsed since the peace officer's termination, and
  2. The change is to a category for which the officer is qualified under R13-4-110(A).
- D. Inactive status. Certified status of a peace officer becomes inactive upon termination.
- E. Lapse of certified status. After three consecutive years on inactive status, the certified status of a peace officer lapses.
- F. Reinstatement from inactive status. A peace officer whose certified status is inactive and has not lapsed may have certification reinstated if the requirements of R13-4-105 are met for the new appointment, and if appointed:
1. In the same peace officer category, or;
  2. As a specialty peace officer from inactive status as a full-authority peace officer.
- G. Active status as a specialty or limited-authority peace officer does not prevent lapse of certified status as a full-authority peace officer.

**Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1). Amended effective August 6, 1991 (Supp. 91-3). Amended effective October 20, 1995; filed with the Secretary of State April 20, 1995 (Supp. 95-2). Amended by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking a 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**R13-4-105. Minimum Qualifications**

- A. Except as provided in subsection (C) or (D), an individual shall meet the following minimum qualifications before being appointed to or attending an academy:
1. Be a United States citizen;
  2. Be at least 21 years of age. An individual may attend an academy if the individual will be 21 years of age before graduating;
  3. Have a diploma from a high school recognized by the department of education of the jurisdiction in which the diploma is issued, have successfully completed a General Education Development (G.E.D.) examination, or have a degree from an institution of higher education accredited by an agency recognized by the U.S. Department of Education;
  4. Undergo a complete background investigation that meets the standards of R13-4-106. An individual may begin an academy before the results of the background investigation are returned. However, the academy shall not graduate the individual and the Board shall not reimburse the academy for the individual's training expenses until a qualifying background investigation report is obtained;
  5. Undergo a medical examination that meets the standards of R13-4-107 within one year before appointment. An agency may make a conditional offer of appointment before the medical examination. If the medical examination is conducted more than 180 days before appointment, the individual shall submit a written statement indicating that the individual's medical condition has not changed since the examination;
  6. Not have been convicted of a felony or any offense that would be a felony if committed in Arizona;

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7. Not have been dishonorably discharged from the United States Armed Forces;
  8. Not have been previously denied certified status, have certified status revoked, or have current certified status suspended, or have voluntarily surrendered certified status in lieu of possible disciplinary action in this or any other state if the reason for denial, revocation, suspension, or possible disciplinary action was or would be a violation of R13-4-109(A) if committed in Arizona;
  9. Not have illegally possessed, produced, cultivated, or transported marijuana for sale or sold marijuana;
  10. Not have illegally possessed or used marijuana for any purpose within the past three years;
  11. Not have ever illegally possessed or used marijuana other than for experimentation;
  12. Not have ever illegally possessed or used marijuana while employed or appointed as a peace officer;
  13. Not have illegally sold, produced, cultivated, or transported for sale a dangerous drug or narcotic;
  14. Not have illegally used a dangerous drug or narcotic, other than marijuana, for any purpose within the past seven years;
  15. Not have ever illegally used a dangerous drug or narcotic other than for experimentation;
  16. Not have ever illegally used a dangerous drug or narcotic while employed or appointed as a peace officer;
  17. Not have a pattern of abuse of prescription medication;
  18. Undergo a polygraph examination that meets the requirements of R13-4-106, unless prohibited by law;
  19. Not have been convicted of or adjudged to have violated traffic regulations governing the movement of vehicles with a frequency within the past three years that indicates a disrespect for traffic laws or a disregard for the safety of others on the highway;
  20. Read the code of ethics in subsection (E) and affirm by signature the individual understands and agrees to abide by the code.
- B.** The illegal possession or use of marijuana, or a dangerous drug or narcotic is presumed to be not for experimentation if:
1. The possession or use of marijuana exceeds a total of 20 times or exceeds five times since the age of 21 years; or
  2. The use of any dangerous drug or narcotic, other than marijuana, in any combination exceeds a total of five times, or exceeds one time since the age of 21 years.
- C.** An agency head who wishes to appoint an individual whose illegal possession or use of marijuana or a dangerous drug or narcotic is presumed to be not for experimentation under this Section may petition the Board for a determination that, given the unique circumstances of the individual's possession or use, the use was for experimentation. The petition shall:
1. Specify the type of drugs illegally possessed or used, the number of uses, the age at the time of each possession or use, the method by which the information regarding illegal possession or use of drugs came to the agency's attention, and any attempt by the agency head to verify the accuracy of the information; and
  2. State the factors the agency head wishes the Board to consider in making its determination. These factors may include:
    - a. The duration of possession or use,
    - b. The motivation for possession or use,
    - c. The time elapsed since the last possession or use,
    - d. How the drug was obtained,
    - e. How the drug was ingested,
    - f. Why the individual stopped possessing or using the drug, and
    - g. Any other factor the agency head believes is relevant to the Board's determination.
- D.** An agency head who wishes to appoint an individual whose conduct is grounds to deny certification under R13-4-109 may petition the Board for a determination that the otherwise disqualifying conduct constitutes juvenile indiscretion. The petition shall:
1. Specify the nature of the conduct, the number of times the conduct occurred, the method by which information regarding the conduct came to the agency's attention, and any attempt by the agency head to verify the accuracy of the information; and
  2. Include sufficient information for the Board to determine that all of the following are true:
    - a. The conduct occurred when the individual was less than age 18;
    - b. The conduct occurred more than 10 years before application for appointment;
    - c. The individual has consistently exhibited responsible, law-abiding behavior between the time of the conduct and application for appointment;
    - d. There is reason to believe that the individual's immaturity at the time of the conduct contributed substantially to the conduct;
    - e. There is evidence that the individual's maturity at the time of application makes reoccurrence of the conduct unlikely; and
    - f. The conduct was not so egregious that public trust in the law enforcement profession would be jeopardized if the individual is certified.
  3. If the Board finds that the information submitted is sufficient for the Board to determine that the factors listed in subsection (D)(2) are true, the Board shall determine that the conduct constituted juvenile indiscretion and grant appointment.
- E.** Code of Ethics. Because the people of the state of Arizona confer upon all peace officers the authority and responsibility to safeguard lives and property within constitutional parameters, a peace officer shall commit to the following Code of Ethics and shall affirm the peace officer's commitment by signing the Code.
- "I will exercise self-restraint and be constantly mindful of the welfare of others. I will be exemplary in obeying the laws of the land and loyal to the state of Arizona and my agency and its objectives and regulations. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept secure unless revelation is necessary in the performance of my duty. I will never take selfish advantage of my position and will not allow my personal feelings, animosities, or friendships to influence my actions or decisions. I will exercise the authority of my office to the best of my ability, with courtesy and vigilance, and without favor, malice, ill will, or compromise. I am a servant of the people and I recognize my position as a symbol of public faith. I accept it as a public trust to be held so long as I am true to the law and serve the people of Arizona."
- F.** This Section is effective six months after filing with the Secretary of State as required by A.R.S. § 41-1823(A).

**Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1).  
 Amended effective August 6, 1991 (Supp. 91-3).  
 Amended effective January 13, 1993; filed July 13, 1992 (Supp. 92-3). References to "Council" changed to "Board" (Supp. 94-3). Amended effective October 20, 1995; filed with the Secretary of State April 20, 1995

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(Supp. 95-2). Amended by final rulemaking at 8 A.A.R. 3201, effective January 11, 2003 (Supp. 02-3). Amended by final rulemaking at 12 A.A.R. 331, effective July 10, 2006 (Supp. 06-1). Amended by final rulemaking at 22 A.A.R. 555, filed in the Office of the Secretary of State on February 8, 2016; effective six months after the date filed in accordance with A.R.S. § 1823 (Supp. 16-1).

**R13-4-106. Background Investigation Requirements**

- A.** Personal history statement. An individual who seeks to be appointed shall complete and submit to the appointing agency a personal history statement on a form prescribed by the Board before the start of a background investigation. The Board shall use the answers to questions contained in the personal history statement to determine whether the individual is eligible for certified status as a peace officer. The Board shall ensure that the questions concern whether the individual meets the minimum requirements for appointment, has engaged in conduct or a pattern of conduct that would jeopardize the public trust in the law enforcement profession, and is of good moral character.
- B.** Investigative requirements for the applicant. To assist with the background investigation, an individual who seeks to be appointed shall provide the following:
1. Proof of United States citizenship. A copy of a birth certificate, United States passport, or United States naturalization papers is acceptable proof.
  2. Proof of education. A copy of a diploma, certificate, or transcript is acceptable proof.
  3. Record of any military discharge. A copy of the Military Service Record (DD Form 214, Member 4) is acceptable proof.
  4. Personal references. The names and addresses of at least three people who can provide information as personal references.
  5. Previous employers or schools attended. The names and addresses of all employers and schools attended within the previous five years.
  6. Residence history. The complete address for every location at which the individual has lived in the last five years.
- C.** Investigative requirements for the agency. A complete background investigation includes the following inquiries and a review of the returns to determine that the individual seeking appointment meets the requirements of R13-4-105, and that the individual's personal history statement is accurate and truthful. For each individual seeking to be appointed, the appointing agency shall:
1. Query all the law enforcement agency records in jurisdictions listed in subsections (B)(5) and (B)(6);
  2. Query the motor vehicle division driving record from any state listed in subsections (B)(5) and (B)(6);
  3. Complete and submit a Fingerprint Card Inventory Sheet to the Federal Bureau of Investigation and Arizona Department of Public Safety for query;
  4. Query the National Crime Information Center/Interstate Identification Index (NCIC/III), and the Arizona Criminal Information Center/Arizona Computerized Criminal History (ACIC/ACCH), or the equivalent for each state listed in subsections (B)(5) and (B)(6);
  5. Contact all personal references and employers listed in subsections (B)(4) and (B)(5) and document the answers to inquiries concerning whether the individual meets the standards of this Section;
  6. Administer a polygraph examination, unless prohibited by law. The results shall include a detailed report of the pre-test interview and any post-test interview and shall

cover responses to all questions that concern minimum standards for appointment as required by R13-4-105, truthfulness on the personal history statement, and the commission of any crimes; and

7. If the results of the background investigation show that the individual meets minimum qualifications for appointment, has not engaged in conduct or a pattern of conduct that would jeopardize public trust in the law enforcement profession, and is of good moral character, complete a report that attests to those findings.

**Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1). Amended effective January 13, 1993; filed July 13, 1992 (Supp. 92-3). References to "Council" changed to "Board" (Supp. 94-3). Amended by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking at 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**R13-4-107. Medical Requirements**

- A.** Medical, physical, and mental eligibility for certification.
1. An agency may appoint an individual if the individual meets the minimum qualifications in R13-4-105 and is able to perform all the essential functions of the job of peace officer effectively, with or without reasonable accommodation, without creating a reasonable probability of substantial harm to the individual or others.
  2. If an agency wishes to appoint an individual who is unable to perform all the essential functions of the job of peace officer effectively, the agency may seek a restricted certification for the individual. The Board shall determine whether placing restrictions or requirements on the individual as a condition of certification will enable the individual to perform the essential functions authorized within the restriction without creating a reasonable probability of harm to the individual or others.
- B.** Medical examination process.
1. Medical history. An individual applying to be appointed shall provide to the examining, board-trained, physician a written statement of the individual's medical history that includes past and present diseases, illnesses, symptoms, conditions, injuries, functionality, surgeries, procedures, immunizations, medications, and psychological information.
  2. Medical examination.
    - a. The examining, board-trained, physician shall not delegate any part of the medical examination process to another person;
    - b. The examining, board-trained, physician shall review the medical history statement and take an additional verbal history from the applicant;
    - c. The examining, board-trained, physician shall conduct a physical examination consistent with the standard of care for occupational medical examinations;
    - d. The examining, board-trained, physician shall order tests, obtain medical records, and require specialist or functional examinations and evaluations that the examining physician deems necessary to determine the applicant's ability to perform all the essential functions of the job of peace officer;
    - e. The examining, board-trained, physician shall make a report to the agency and provide a:
      - i. Summary of the examination;
      - ii. Description of any significant medical findings;

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- iii. Description of any limitation to the ability to perform the essential functions of the job of a peace officer; and
- iv. Medical opinion about the applicant's ability to perform the essential functions of the job of peace officer, with or without reasonable accommodations; and
- f. The examining, board-trained, physician shall consult with the agency, upon request, about the report and the efficacy of any accommodations the agency deems reasonable.

C. This Section is effective six months after filing with the Secretary of State as required by A.R.S. § 41-1823(A).

**Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1). References to "Council" changed to "Board" (Supp. 94-3). Amended by final rulemaking at 8 A.A.R. 3201, effective January 11, 2003 (Supp. 02-3). Amended by final rulemaking a 22 A.A.R. 555, filed in the Office of the Secretary of State on February 8, 2016; effective six months after the date filed in accordance with A.R.S. § 1823 (Supp. 16-1).

**R13-4-108. Agency Records and Reports**

- A. Agency reports. On forms prescribed by the Board, an agency shall submit:
- 1. A report by the agency head attesting that the requirements of R13-4-105 are met for each individual appointed. The report shall be submitted to the Board before an individual attends an academy or performs the duties of a peace officer.
  - 2. A report of the termination of a peace officer. The report shall be submitted to the Board within 15 days of the termination and include:
    - a. The nature of the termination and effective date;
    - b. A detailed description of any termination for cause; and
    - c. A detailed description of, and supporting documentation for, any cause existing for suspension or revocation of certified status.
- B. Agency records. An agency shall make its records available on request by the Board or staff. The agency shall maintain the following for each individual for whom certification is sought:
- 1. An application file that contains all of the information required in R13-4-103(E) and R13-4-106(C) for each individual appointed for certification as a peace officer;
  - 2. A copy of reports submitted under subsection (A);
  - 3. A signed copy of the affirmation to the Code of Ethics required under R13-4-105;
  - 4. A written report of the results of a completed or partially completed background investigation and all written documentation obtained or recorded under R13-4-106;
  - 5. A completed medical report required under R13-4-107; and
  - 6. A record of all continuing training, proficiency training, and firearms qualifications conducted under R13-4-111.
- C. Record retention. An agency shall maintain the records required by this Section as follows:
- 1. For applicants investigated under R13-4-106 who are not appointed: three years;
  - 2. For applicants who are appointed: five years from the date of termination, except records retained under subsection (B)(6) shall be retained for three years following completion of training; and

- 3. Reports of a polygraph examination given under R13-4-106(C)(6) shall be maintained in accordance with state law.

**Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1). References to "Council" changed to "Board" (Supp. 94-3). Amended by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking a 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**R13-4-109. Denial, Revocation, Suspension, or Cancellation of Peace Officer Certified Status**

- A. Causes for denial, suspension, or revocation. The Board may deny certified status or suspend or revoke the certified status of a peace officer for:
- 1. Failing to satisfy a minimum qualification for appointment listed in R13-4-105;
  - 2. Willfully providing false information in connection with obtaining or reactivating certified status;
  - 3. Having a medical, physical, or mental disability that substantially limits the individual's ability to perform the duties of a peace officer effectively, or that may create a reasonable probability of substantial harm to the individual or others, for which a reasonable accommodation cannot be made;
  - 4. Violating a restriction or requirement for certified status imposed under R13-4-109.01, R13-4-103 (G), or R13-4-104;
  - 5. Illegally possessing or using marijuana, a dangerous drug, or a narcotic;
  - 6. Using or being under the influence of spirituous liquor on duty without authorization;
  - 7. Committing a felony, an offense that would be a felony if committed in this state, or an offense involving dishonesty, unlawful sexual conduct, or physical violence;
  - 8. Committing malfeasance, misfeasance, or nonfeasance in office;
  - 9. Performing the duties or exercising the authority of a peace officer without having active certified status;
  - 10. Making a false or misleading statement, written or oral, to the Board or its representative;
  - 11. Failing to furnish information in a timely manner to the Board or its representative on request; or
  - 12. Engaging in any conduct or pattern of conduct that tends to disrupt, diminish, or otherwise jeopardize public trust in the law enforcement profession.
- B. Cause for cancellation. The Board shall cancel the certified status of a peace officer if the Board determines that the individual was not qualified when certified status was granted, and revocation is not warranted under subsection (A).
- C. Cause for mandatory revocation. Upon the receipt of a certified copy of a judgment of a felony conviction of a peace officer, the Board shall revoke certified status of the peace officer.
- D. Action by the Board. Upon receipt of information that cause exists to deny certification, or to cancel, suspend, or revoke the certified status of a peace officer, the Board shall determine whether to initiate action regarding the retention of certified status. The Board may conduct additional inquiries or investigations to obtain sufficient information to make a fair determination.
- E. Notice of action. The Board shall notify the affected individual of Board action to initiate proceedings regarding certified status for a cause listed under subsection (A) or (B). The notice shall be served as required by A.R.S. § 41-1092.04 and specify the cause for the action. Within 30 days after receiving the notice, the individual named in the notice shall advise the

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Board or its staff in writing whether a hearing is requested. Failure to file a written request for hearing at the Board offices within 30 days after receiving the notice constitutes a waiver of the right to a hearing.

- F. Effect of agency action. Action by an agency or a decision resulting from an appeal of that action does not preclude action by the Board to deny, cancel, suspend, or revoke the certified status of a peace officer.

**Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1). References to "Council" changed to "Board" (Supp. 94-3). Amended by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking at 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**R13-4-109.01. Restriction of Certified Peace Officer Status: Training or Qualification Deficiencies**

- A. Restricted status. The Board shall restrict certified status if a peace officer fails to satisfy the requirements of R13-4-111.

1. The Board shall consider reports of training or qualification deficiencies at a regularly scheduled public meeting and provide a peace officer alleged to have a training or qualification deficiency the opportunity to be heard without referral to an independent hearing officer. At the public meeting, the Board shall determine only whether the peace officer has successfully completed the required training or qualification and can produce documentation to verify it.
2. The Board shall leave a restriction in effect until the training or qualification requirement is met and the peace officer files written verification of the training or qualification with the Board.
3. The Board shall provide notice of restriction or reinstatement following a restriction under this Section by regular mail to the peace officer at the employing agency address. The Board shall provide a copy of the restriction or reinstatement notice by regular mail to the agency head.

- B. Firearms qualification. If a peace officer fails to satisfy R13-4-111(C), the peace officer shall not carry or use a firearm on duty.
- C. Continuing and proficiency training. If a peace officer fails to satisfy R13-4-111(A) or (B), the peace officer shall not engage in enforcement duties, carry a firearm, wear or display a badge, wear a uniform, make arrests, perform patrol functions, or operate a marked police vehicle.

**Historical Note**

New Section made by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking at 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**R13-4-110. Basic Training Requirements**

- A. Required training for certified status. The Board shall not certify and an individual shall not perform the duties of a peace officer until the individual successfully completes basic training as follows:

1. To be certified as a full-authority peace officer, an individual shall complete the 585-hour full-authority peace officer basic training course, specified in R13-4-116, at an academy and pass the CFE.
  - a. Board staff shall administer the CFE.
  - b. The Board shall ensure that the CFE is administered during the final two weeks of the full-authority peace officer basic training course.

- c. An individual passes the CFE by achieving a score of at least 70 percent on each of the three blocks of the CFE when each block is scored separately.

- d. An individual who fails one or more blocks of the CFE may retake the failed block one time before the individual is scheduled to graduate from the academy.

- e. An individual who fails a retake of a block of the CFE, as described in subsection (A)(1)(d), may retake the failed block once more within 60 days from the original testing date if the individual remains appointed by the original appointing agency or enrolled in the academy.

- f. An individual who fails a second retake of a block of the CFE, as described in subsection (A)(1)(e), may pursue certification only by repeating the 585-hour full-authority peace officer basic training course.

- g. An agency head is not required to continue to appoint an individual during the 60 days permitted for a second retake of a failed block of the CFE, as described in subsection (A)(1)(e).

2. To be certified as a specialty peace officer, an individual shall complete a Board-prescribed specialty peace officer basic training course or the 585-hour full-authority peace officer basic training course, specified in R13-4-116, at an academy and pass blocks of the CFE prescribed under subsection (A)(1) that are relevant to the duties of a specialty peace officer.

3. To be certified as a limited-authority peace officer, an individual shall complete a Board-prescribed limited-authority peace officer basic training course or the 585-hour full-authority peace officer basic training course, specified in R13-4-116, at an academy and pass blocks of the CFE prescribed under subsection (A)(1) that are relevant to the duties of a limited-authority peace officer.

- B. Exceptions. The training requirement in subsection (A) is waived when an agency uses an individual during a:

1. Riot, insurrection, disaster, or other event that exhausts the peace officer resources of the agency and the individual is attending an academy; or
2. Field training program that is a component of a basic training program at an academy, and the individual is under the direct supervision and control of a certified peace officer.

- C. Firearms training required. Unless otherwise specified in this Section, a peace officer shall complete the firearms qualification courses required in R13-4-116(E) before the peace officer carries a firearm in the course of duty.

- D. Waiver of required training. An agency, on behalf of an individual, may apply to the Board for a waiver of required training if the individual's certified status is lapsed or the individual has functioned in the capacity of a peace officer in another state or for a federal law enforcement agency. The Board shall grant a complete or partial waiver of required training if the Board determines that the best interests of the law enforcement profession are served, the public welfare and safety are not jeopardized, and:

1. The appointing agency submits to the Board written verification of the individual's previous experience and training on a form prescribed by the Board;
2. The individual meets the minimum qualifications listed in R13-4-105;
3. The individual complies with the requirements of R13-4-103(E)(1);
4. The appointing agency complies with the requirements of R13-4-106(C);

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5. The individual successfully completes an examination measuring the individual's comprehension of the full-authority peace officer basic training course as follows:
  - a. If the individual has at least two years of active-status experience as a peace officer in another state or for a federal law enforcement agency during the last three years, has been on inactive status for no more than one year, and submits to the Board basic training and in-service training records that the Board determines demonstrate substantial comparability to Arizona's full-authority peace officer basic training course, the individual shall pass blocks II and IV of the CFE;
  - b. If the individual's certification is lapsed, the individual shall pass all blocks of the CFE;
  - c. If the individual's out-of-state or federal law enforcement experience does not meet the criterion in subsection (D)(5)(a), but the Board determines that the individual's basic training and in-service training records demonstrate substantial comparability to Arizona's full-authority peace officer basic training course, the individual shall pass all blocks of the CFE; and
  - d. The provisions in subsections (A)(1)(c) through (f) apply to this subsection; and
6. In addition to the examination required under subsection (D)(5), the individual satisfactorily performs the practical demonstrations of proficiency in physical conditioning, vehicle operations, pursuit operations, and firearms, including firearms qualifications, as required under R13-4-116(E)(1).
- E. This Section is effective six months after filing with the Secretary of State as required by A.R.S. § 41-1823(A).

**Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1). References to "Council" changed to "Board" (Supp. 94-3). Amended effective October 20, 1995; filed with the Secretary of State April 20, 1995 (Supp. 95-2). Amended by final rulemaking at 8 A.A.R. 3201, effective January 11, 2003 (Supp. 02-3). Amended by final rulemaking at 12 A.A.R. 331, effective July 10, 2006 (Supp. 06-1). Amended by final rulemaking at 22 A.A.R. 555, filed in the Office of the Secretary of State on February 8, 2016; effective six months after the date filed in accordance with A.R.S. § 1823 (Supp. 16-1).

**R13-4-111. Certification Retention Requirements****A. Continuing training required.**

1. The following continuing training standards apply for a peace officer to retain certification:
  - a. A full-authority peace officer shall complete eight hours of continuing training each year beginning January 1 following the date the officer is certified.
  - b. A specialty or limited-authority peace officer shall complete eight hours of continuing training every three years beginning January 1 following the date the officer is certified.
2. Continuing training course standards for peace officers. The provider of a continuing training course for peace officers shall ensure that:
  - a. The course curriculum consists of advanced or remedial instruction on one or more of the topic areas specified in R13-4-116(E)(1);
  - b. The instructor meets the requirements of R13-4-114(A)(2)(a) or (b);
  - c. An attendance verification certificate, which includes a statement that the provider believes the course meets the requirements of this Section, is given to each attendee for audit purposes;
  - d. If the training provider is an agency, an attendance roster and lesson plan or other information sufficient to determine compliance with this Section is made available upon request by the Board for Board audit;
  - e. If the training provider is an outside provider that does not seek confirmation that the course meets the requirements under subsection (A)(3)(c), a copy of the lesson plan or other information sufficient to determine compliance with this Section is given to each attendee; and
  - f. If the training provider is an outside provider that seeks and receives confirmation under subsection (A)(3)(c), a copy of the Board's written confirmation is distributed to each attendee.
3. Training providers. Courses of continuing training may be conducted by the Board, an agency, or an outside provider.
  - a. All Board-provided continuing training courses meet the requirements of this Section.
  - b. Agency-provided continuing training courses meet the requirements of this Section if all the requirements of subsection (A)(2) are met.
  - c. Outside-provider continuing training courses meet the requirements of this Section if all the requirements of subsection (A)(2) are met. The Board shall inform an outside provider in writing whether a continuing training course meets these requirements if a course package is submitted to the Board, before the training is conducted, that includes:
    - i. A description of the training course that allows the Board to determine whether the course contains advanced or remedial instruction on one or more of the topic areas specified in R13-4-116(E)(1);
    - ii. The name of the individual, or if applicable, the institution or organization, providing the training with sufficient information to allow the Board to determine whether the requirements of R13-4-114(A)(2)(a) or (b) are met;
    - iii. A course schedule listing the number of instructional hours; and
    - iv. An attestation that the outside provider shall, upon request by the Board, make the lesson plan or other information sufficient to determine compliance with this Section available for Board audit, and shall ensure that the requirement of subsection (A)(2)(b) is met.
  - d. The Board's confirmation that a continuing training course conducted by an outside provider meets the requirements of this Section is not an evaluation of the content of the course. Rather, confirmation indicates only that the topic of the course is consistent with R13-4-116(E)(1). Confirmation is effective as long as the information submitted to the Board under subsection (A)(3)(c) is unchanged.
  - e. The Board shall withdraw confirmation that a continuing training course conducted by an outside provider meets the requirements of this Section if the Board receives information that the course content conflicts with the basic peace officer course content and the Board finds that the conflict creates an issue of public safety, liability, or ethics.

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4. Required records. A peace officer shall provide to the appointing agency a copy of all documents provided to the peace officer under subsection (A)(2)(c), (A)(2)(e), or (A)(2)(f). The appointing agency shall maintain the documents and make them available, upon request by the Board, for Board audit.
- B. Proficiency training required.**
1. To retain certification, a peace officer who is not in a supervisory position within the peace officer's appointing agency shall complete eight hours of proficiency training every three years beginning January 1, following the date the peace officer is certified.
  2. Proficiency training course standards. The provider of a proficiency training course for peace officers shall ensure that:
    - a. The training requires physical demonstration of one or more performance objectives included in the 585-hour full-authority peace officer basic training course under R13-4-116 and demonstration of the use of judgment in the application of the physical act;
    - b. The curriculum consists of advanced or remedial instruction on one or more of the following topic areas:
      - i. Arrest and control tactics,
      - ii. Tactical firearms (not the annual firearms qualification required under this Section),
      - iii. Emergency vehicle operations,
      - iv. Pursuit operations,
      - v. First aid and emergency care,
      - vi. Physical conditioning, and
      - vii. High-risk stops;
    - c. The instructor meets the requirements of R13-4-114(A)(2)(c);
    - d. An attendance verification certificate, which includes a statement that the provider believes the course meets the requirements of this Section, is given to each attendee for audit purposes; and
    - e. If the training provider is an agency, an attendance roster and lesson plan or other information sufficient to determine compliance with this Section is made available upon request by the Board for Board audit
  3. Training providers. Courses that qualify for proficiency training credit may be conducted by the Board or an agency.
    - a. All Board-provided proficiency training courses meet the requirements of this Section.
    - b. Agency-provided proficiency training courses meet the requirements of this Section if all the requirements of subsection (B)(2) are met.
  4. Required records. A peace officer shall provide to the appointing agency a copy of the document provided to the peace officer under subsection (B)(2)(d). The appointing agency shall maintain and make the document available, upon request by the Board, for Board audit.
- C. Firearms qualification required.** A peace officer authorized to carry a firearm shall qualify to continue to be authorized to carry a firearm each year beginning January 1 following certification by completing a Board-prescribed firearms qualification course, using a service handgun and service ammunition, and a Board-prescribed target identification and judgment course.
1. Firearms qualification course standards.
    - a. A firearms qualification course is a course:
      - i. Prescribed under R13-4-116(E)(1), or
      - ii. Determined by the Board to measure firearms competency at least as accurately as courses prescribed under R13-4-116(E)(1).
    - b. The provider of a firearms qualification course shall ensure that the course includes:
      - i. A timed accuracy component;
      - ii. A type and style of target that is equal to, or more difficult than, targets used in a course prescribed under R13-4-116(E)(1); and
      - iii. A success criterion that is equal to, or more difficult than, criteria used in a course prescribed under R13-4-116(E)(1).
  2. Firearms target identification and judgment course standards.
    - a. A firearms target identification and judgment course is a course:
      - i. Prescribed under R13-4-116(E)(1), or
      - ii. Determined by the Board to measure target identification and judgment competency at least as accurately as courses prescribed under R13-4-116(E)(1).
    - b. The provider of a firearms target identification and judgment course shall ensure that the course includes:
      - i. A timed accuracy component;
      - ii. A type and style of target discrimination test that is equal to, or more difficult than, those used in a course prescribed under R13-4-116(E)(1); and
      - iii. A success criterion that is equal to, or more difficult than, criteria used in a course prescribed under R13-4-116(E)(1).
  3. The provider of a firearms qualification or firearms target identification and judgment course shall ensure that the course is taught by a firearms instructor who meets the requirements of R13-4-114(A)(2)(c).
- D.** This Section is effective six months after filing with the Secretary of State as required by A.R.S. § 41-1823(A).

**Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1). References to "Council" changed to "Board" (Supp. 94-3). Amended effective October 20, 1995; filed with the Secretary of State April 20, 1995 (Supp. 95-2). Section repealed; new Section made by final rulemaking at 8 A.A.R. 3201, effective January 11, 2003 (Supp. 02-3). Amended by final rulemaking at 12 A.A.R. 331, effective July 10, 2006 (Supp. 06-1). Amended by final rulemaking at 22 A.A.R. 555, filed in the Office of the Secretary of State on February 8, 2016; effective six months after the date filed in accordance with A.R.S. § 1823 (Supp. 16-1).

**R13-4-112. Time Frames**

- A.** For the purposes of A.R.S. § 41-1073, the Board establishes the following time frames for peace officer certification:
1. Administrative completeness review time frame: 90 days.
  2. Substantive review time frame: 180 days.
  3. Overall time frame: 270 days.
- B.** The administrative completeness review time frame begins on the date the Board receives the report required by R13-4-108(A)(1) from an appointing agency.
1. Within 90 days, the Board shall review the report and issue to the appointing agency a notice of administrative completeness or a notice of administrative deficiency that lists each document or item of information establishing compliance with R13-4-105 that is missing.

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2. If the Board issues a notice of administrative deficiency, the appointing agency shall make the missing documents and information available to the Board within 90 days of the date of the notice. The administrative completeness review time frame is suspended from the date of the deficiency notice until the date the missing documents and information are made available to the Board.
  3. If the appointing agency fails to make available all missing documents and information within the 90 days provided, the Board shall close the applicant's file. An applicant whose file is closed and who wants to be certified shall apply again under R13-4-103.
  4. When the file is administratively complete, the Board shall provide written notice of administrative completeness to the appointing agency.
- C. The substantive review time frame begins on the date the Board issues the notice of administrative completeness.
1. During the substantive review time frame, the Board may make one comprehensive written request for additional information.
  2. The appointing agency shall make available to the Board the additional information identified in the request for additional information within 60 days. The time frame for the Board to finish the substantive review of the application is suspended from the date of the request for additional information until the additional information is made available to the Board.
  3. If the appointing agency fails to make available the additional information requested within the 60 days provided, the Board shall close the applicant's file. An applicant whose file is closed and who wants to be certified shall apply again under R13-4-103.
  4. When the substantive review is complete, the Board shall grant or deny certification.

**Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1). References to "Council" changed to "Board" (Supp. 94-3). Adopted effective October 20, 1995; filed with the Secretary of State April 20, 1995 (Supp. 95-2). Section repealed; new Section made by final rulemaking at 8 A.A.R. 3201, effective January 11, 2003 (Supp. 02-3). Amended by final rulemaking at 12 A.A.R. 331, effective March 11, 2006 (Supp. 06-1). Amended by final rulemaking at 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**R13-4-113. Repealed****Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1). Amended effective August 6, 1991 (Supp. 91-3). Reference to "Council" changed to "Board" (Supp. 94-3). Amended effective October 20, 1995; filed with the Secretary of State April 20, 1995 (Supp. 95-2). Section repealed by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3).

**R13-4-114. Minimum Course Requirements**

- A. Instructors. An academy administrator or agency head shall ensure that only an instructor who meets the requirements of this Section facilitates a Board-prescribed course.
1. Instructor classifications.
    - a. General instructor. An individual qualified to teach topics not requiring a proficiency instructor under subsection (A)(1)(c).
    - b. Specialist instructor. An individual, other than an Arizona peace officer, qualified to teach a topic in which the instructor has special expertise but who does not qualify for general instructor status.
  - c. Proficiency instructor. An individual qualified to teach a topic area listed in R13-4-111(B)(2)(b).
2. Instructor qualification standards.
- a. A general instructor shall meet the requirements of subsections (A)(2)(a)(i) and (A)(2)(a)(ii) and either the requirement of subsection (A)(2)(a)(iii) or (A)(2)(a)(iv):
    - i. Have two years' experience as a certified peace officer;
    - ii. Maintain instructional competency;
    - iii. Successfully complete a Board-sponsored instructor training course or an instructor training course that contains all of the performance objectives and demonstrations of the Board-sponsored instructor course;
    - iv. Possess a community college or university teaching certificate.
  - b. A specialist instructor shall meet the requirements of subsections (A)(2)(b)(i) and (A)(2)(b)(ii) and either subsection (A)(2)(b)(iii) or subsections (A)(2)(b)(iv) and (A)(2)(b)(v):
    - i. Be nominated by an agency head or the administrator of an academy authorized to provide a peace officer basic training course;
    - ii. Maintain instructional competency;
    - iii. Possess a professional license or certification other than a peace officer certification that relates to the topics to be taught;
    - iv. Provide documentation to the agency head or academy administrator for forwarding to the Board that demonstrates the expertise and ability to enhance peace officer training in a special field;
    - v. Possess a community college or university teaching certificate.
  - c. A proficiency instructor shall meet the requirements of subsections (A)(2)(c)(i) and (A)(2)(c)(ii) and either subsection (A)(2)(c)(iii) or (A)(2)(c)(iv):
    - i. Meet the requirements for general instructor;
    - ii. Maintain instructional competency;
    - iii. Successfully complete a proficiency instructor course in a topic area listed in R13-4-111(B)(2)(b) that includes a competency assessment to instruct in that area within the 585-hour full-authority peace officer basic training course listed in R13-4-116(E);
    - iv. Complete a form prescribed by the Board that documents advanced training and experience in the topic area including a competency assessment to instruct in that area within the 585-hour full-authority peace officer basic training course listed in R13-4-116(E);
    - d. A proficiency instructor shall meet the requirements of subsection (A)(2)(c) separately for each topic area listed in R13-4-111(B)(2)(b) for which the proficiency instructor seeks qualification.
3. Instructional competency. An academy administrator or an agency head shall immediately notify the Board in writing of any instructor:
- a. Who jeopardizes the safety of students or the public,
  - b. Whose instruction violates acceptable training standards,
  - c. Who is grossly deficient in performance as an instructor, or



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- d. Who is a proficiency instructor and fails to complete satisfactorily the competency assessment to instruct in the instructor's topic area within the 585-hour full-authority peace officer basic training course.
4. If the Board determines that an instructor fails to comply with the provisions of this Section, has an instructional deficiency, or fails to maintain proficiency, any course facilitated by the instructor does not meet the requirements of this Section.
- B. Curriculum standards.** An academy administrator or agency head shall ensure that the curriculum for a Board-prescribed course meets the following standards:
1. Curriculum.
    - a. Curriculum development employs valid, job-based performance objectives and learning activities, and promotes student, officer, and public safety, as determined by a scientifically conducted validation study of the knowledge, skills, abilities, and aptitudes needed by the affected category of Arizona peace officer.
    - b. The curriculum meets or exceeds the requirements of subsection (B)(2), unless otherwise provided in this Section.
  2. Curriculum format standard. The curriculum consists of the following:
    - a. A general statement of instructional intent that summarizes the desired learning outcome, is broad in scope, and includes long-term or far-reaching learning goals;
    - b. Lesson plans containing:
      - i. Course title,
      - ii. Hours of instruction,
      - iii. Materials and aids to be used,
      - iv. Instructional strategy,
      - v. Topic areas in outline form,
      - vi. Performance objectives or learning activities,
      - vii. Success criteria, and
      - viii. Reference material;
    - c. Performance objectives consisting of at least the following components:
      - i. The student, which is an individual or group that performs a behavior as the result of instruction;
      - ii. The behavior, which is an observable demonstration by the student at the end of instruction that shows that the objective is achieved and allows evaluation of the student's capabilities to perform the behavior; and
      - iii. The conditions, which is a description of the important conditions of instruction or evaluation under which the student performs the behavior. Unless specified otherwise within the lesson plan, instruction and evaluation will be in written or oral form;
    - d. Learning activities. A student is not required to demonstrate mastery of learning activities as a condition for successfully completing the training. Learning activities are subject areas for which performance objectives are not appropriate because either:
      - i. Reliable and meaningful assessment of mastery of the material would be extremely difficult or impossible, or
      - ii. Mastery of the material is not likely to bear a direct relationship to the ability to perform entry-level peace officer job duties; and
- e. The following decimal numbering system to provide a logical means of organization:
- i. Functional area (1.0, 2.0, 3.0),
  - ii. Topic area (1.1.0, 1.2.0, 1.3.0), and
  - iii. Performance objective or learning activity (1.1.1, 1.1.2, 1.1.3).
- C. The Board shall maintain and provide upon request a copy of curricula that meet the standards of this Section.**
- Historical Note**  
Adopted effective March 23, 1989 (Supp. 89-1). References to "Council" changed to "Board" (Supp. 94-3). Section repealed; new Section made by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking at 12 A.A.R. 331, effective March 11, 2006 (Supp. 06-1). Amended by final rulemaking at 12 A.A.R. 331, effective March 11, 2006 (Supp. 06-1). Amended by final rulemaking a 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).
- R13-4-115. Repealed**
- Historical Note**  
Adopted effective March 23, 1989 (Supp. 89-1). References to "Council" changed to "Board" (Supp. 94-3). Section repealed by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3).
- R13-4-116. Academy Requirements**
- A.** Unless otherwise provided in this Article, only the basic training provided by an academy that the Board determines meets the standards prescribed in this Section may be used to qualify for certified peace officer status.
- B.** The academy administrator shall ensure that the academy has the following:
1. A classroom with adequate heating, cooling, ventilation, lighting, and space;
  2. Chairs with tables or arms for writing;
  3. Visual aid devices for classroom presentation;
  4. Equipment in good condition for specialized instruction;
  5. A safe driving range for conducting the defensive and pursuit driving course;
  6. A firing range with adequate backstop to ensure the safety of all individuals on or near the range; and
  7. A safe location for practical exercises.
- C. Administrative requirements.** The academy administrator shall ensure that the academy:
1. Establishes and maintains written policies, procedures, and rules concerning:
    - a. Operation of the academy,
    - b. Entrance requirements,
    - c. Student and instructor conduct, and
    - d. Administering examinations;
  2. Admits only individuals who meet the requirements of R13-4-105, as attested to by the appointing agency or, in the case of an open enrollee, by the academy administrator, on a form prescribed by the Board;
  3. Administers to each student at the beginning of each academy session a written examination prescribed by the Board measuring competency in reading and writing English;
  4. Schedules sufficient time for Board staff to administer the CFE as required by R13-4-110(A); and
  5. Uses only instructors who are qualified under R13-4-114(A).
- D. Academic requirements.** The academy administrator shall ensure that the academy:

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1. Establishes a curriculum with performance objectives and learning activities that meet the requirements of subsection (E) and R13-4-114(B);
  2. Requires instructors to use lesson plans that cover the course content and list the performance objectives to be achieved and learning activities to be used;
  3. Administers written, oral, or practical demonstration examinations that measure the attainment of the performance objectives;
  4. Reviews examination results with each student and ensures that the student is shown any necessary corrections and signs and dates an acknowledgment that the student participated in the review;
  5. Requires a student to complete successfully oral or written examinations that cover all topics in all functional areas before graduating.
    - a. Successful completion of an examination is a score of 70 percent or greater;
    - b. For a student who scores less than 70 percent, the academy shall:
      - i. Provide remedial training, and
      - ii. Re-examine the student in the area of deficiency; and
    - c. The academy shall allow a student to retake each examination only once;
  6. Requires a student to qualify with firearms as described in R13-4-116(E);
  7. Ensures that a student meets the success criteria for police proficiency skills under subsection (E)(1);
  8. Provides remedial training for a student who misses a class before allowing the student to graduate; and
  9. Refuses to graduate a student who is absent more than 32 hours from the full-authority peace officer basic training course or 16 hours from the specialty or limited-authority peace officer basic training course.
- E. Basic course requirements. The academy administrator shall ensure that the academy uses curricula that meet the requirements of R13-4-114 for the following basic courses of instruction.
1. The 585-hour full-authority peace officer basic training course shall include all of the topics listed in each of the following functional areas:
    - a. Functional Area I - Introduction to Law Enforcement.
      - i. Criminal justice systems,
      - ii. History of law enforcement,
      - iii. Law enforcement services,
      - iv. Supervision and management,
      - v. Ethics and professionalism, and
      - vi. Stress management.
    - b. Functional Area II - Law and Legal Matters.
      - i. Introduction to criminal law;
      - ii. Laws of arrest;
      - iii. Search and seizure;
      - iv. Rules of evidence;
      - v. Summonses, subpoenas, and warrants;
      - vi. Civil process;
      - vii. Administration of criminal justice;
      - viii. Juvenile law and procedures;
      - ix. Courtroom demeanor;
      - x. Constitutional law;
      - xi. Substantive criminal law, A.R.S. Titles 4, 13, and 36; and
      - xii. Liability issues.
    - c. Functional Area III - Patrol Procedures.
      - i. Patrol and observation (part 1),
      - ii. Patrol and observation (part 2),
      - iii. Domestic violence,
      - iv. Mental illness,
      - v. Crimes in progress,
      - vi. Crowd control formations and tactics,
      - vii. Bomb threats and disaster training,
      - viii. Intoxication cases,
      - ix. Communication and police information systems,
      - x. Hazardous materials,
      - xi. Bias-motivated crimes,
      - xii. Fires, and
      - xiii. Civil Disputes.
    - d. Functional Area IV - Traffic Control.
      - i. Impaired driver cases;
      - ii. Traffic citations;
      - iii. Traffic collision investigation;
      - iv. Traffic collision (practical);
      - v. Traffic direction; and
      - vi. Substantive Traffic Law, A.R.S. Title 28.
    - e. Functional Area V - Crime Scene Management.
      - i. Preliminary investigation and crime scene management,
      - ii. Crime scene investigation (practical),
      - iii. Physical evidence procedures,
      - iv. Interviewing and questioning,
      - v. Fingerprinting,
      - vi. Sex crimes investigations,
      - vii. Death investigations including sudden infant death syndrome,
      - viii. Organized crime activity,
      - ix. Investigation of specific crimes, and
      - x. Narcotics and dangerous drugs.
    - f. Functional Area VI - Community and Police Relations.
      - i. Cultural awareness,
      - ii. Victimology,
      - iii. Interpersonal communications,
      - iv. Crime prevention, and
      - v. Police and the community.
    - g. Functional Area VII - Records and Reports. Report writing.
    - h. Functional Area VIII - Police Proficiency Skills.
      - i. First aid,
      - ii. Firearms training (including firearms qualification),
      - iii. Physical conditioning,
      - iv. High-risk stops,
      - v. Arrest and control tactics,
      - vi. Vehicle operations, and
      - vii. Pursuit operations.
    - i. Functional Area IX - Orientation and Introduction.
      - i. Examinations and reviews,
      - ii. Counseling, and
      - iii. Non-Board specified courses.
  2. The specialty peace officer basic training course shall include all of the topics necessary from the 585-hour full-authority peace officer basic training course for the curriculum to meet the requirements of R13-4-114(B).
  3. The limited-authority peace officer basic training course shall include all of the topics necessary from the 585-hour full-authority peace officer basic training course for the curriculum to meet the requirements of R13-4-114(B).
  4. Administrative functions such as orientation, introductions, examinations and reviews, and counseling are exempt from the requirements of R13-4-114(B).

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- F. Records required.** The academy administrator shall ensure that the following records are maintained and made available for inspection by the Board or staff. The academy administrator shall provide to the Board copies of records upon request.
1. A record of all students attending the academy;
  2. A manual containing the policies, procedures, and rules of the academy;
  3. A document signed by each student indicating that the student received and read a copy of the academy policies, procedures, and rules;
  4. An application for each student, on a form prescribed by the Board, from the appointing agency or, in the case of an open enrollee, from the academy administrator, attesting that the requirements of R13-4-105 are met;
  5. A copy of all lesson plans used by instructors;
  6. An annually signed and dated acknowledgment that the academy administrator reviewed and approved each lesson plan used at the academy;
  7. A copy of all examinations, answer sheets or records of performance, and examination review acknowledgments;
  8. An attendance roster for all classes or other record that identifies absent students;
  9. A record of classes missed by each student and the remedial training received;
  10. A record of disciplinary actions for all students; and
  11. A file for each student containing the student's performance history.
- G. Reports required.** The academy administrator shall submit to the Board:
1. At least 10 working days before the start of each academy session, a complete schedule of classes containing the name of the instructor for each class and the training location;
  2. No more than five working days after the start of each academy session, on a form prescribed by the Board, a roster indicating whether a student is an open enrollee or appointed and if appointed, identifying the appointing agency, and the full name and Social Security number of each student;
  3. No more than five working days after dismissing a student from the academy, notification of the dismissal and the reason;
  4. No later than the tenth day of each month, a report containing:
    - a. A summary of training activities and progress of the academy class to date;
    - b. Unusual occurrences, accidents, or liability issues; and
    - c. Other problems or matters of interest noted in the course of the academy, if not included under subsection (G)(4)(b);
  5. No more than 10 working days after the end of each academy session, a complete schedule of classes containing the name of the instructor for each class and the training location;
  6. No more than 10 working days after the end of each academy session, on a form prescribed by the Board, a roster indicating whether a student is an open enrollee or appointed and if appointed, identifying the appointing agency, and the full name and Social Security number of each student successfully completing the training.
- H. Required inspections.** Before an academy provides training to individuals seeking certification for any category of peace officer, the Board staff shall conduct an onsite inspection of the academy to determine compliance with this Section and R13-4-114. Board staff shall conduct additional inspections as often as the Board deems necessary.
1. Within 30 days after the inspection, the Board staff shall provide to the academy administrator an inspection report that lists any deficiencies identified and remedial actions the academy is required to take to comply with the standards of this Section and R13-4-114.
  2. Within 30 days after receipt of the inspection report, the academy administrator shall submit to the Board a response that indicates the progress made to complete the remedial actions necessary to correct the deficiencies described in the inspection report. The academy administrator shall submit to the Board additional responses every 30 days until all remedial action is complete.
  3. Within 30 days after receipt of notice that all remedial action is complete, Board staff shall conduct another inspection.
  4. Following each inspection, Board staff shall present an inspection report to the Board describing the academy's compliance in meeting the standards of this Section and R13-4-114.
- I.** If an academy does not conduct a peace officer basic training course for 12 consecutive months, the academy shall not provide training until Board staff conducts another inspection as required by subsection (H). Otherwise, an academy may continue to provide training unless the Board determines that the academy is not in compliance with the standards of this Section or R13-4-114.
- J.** If the Board finds that an academy fails to comply with the provisions of this Section or R13-4-114, the academy shall not provide training to individuals seeking to be certified as peace officers.
- K.** An academy administrator shall ensure that an open enrollee is admitted only after the academy administrator complies with every requirement of an agency or agency head imposed by R13-4-105, R13-4-106, R13-4-107, and R13-4-108 except for R13-4-106(C)(4).

**Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1). References to "Council" changed to "Board" (Supp. 94-3). Amended effective October 20, 1995; filed with the Secretary of State April 20, 1995 (Supp. 95-2). Amended by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking at 12 A.A.R. 331, effective March 11, 2006 (Supp. 06-1). Amended by final rulemaking a 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**R13-4-117. Training Expense Reimbursements**

- A.** Approval of training courses. The Board shall approve or deny training courses for training expense reimbursement based on compliance with this Section and R13-4-111, and availability of funds.
- B.** Application for reimbursement. Before the beginning of a training program described in R13-4-111, an agency planning to participate in the training and apply for reimbursement, shall notify the Board on prescribed forms.
- C.** Claim for reimbursement. When an individual completes a training course, the appointing agency may submit a claim for reimbursement on a form prescribed by the Board. The agency shall submit the claim within 60 days after the training is completed.
- D.** Allowable reimbursements. The Board shall allow the following reimbursements subject to the limits on the amount of reimbursement as determined by the Board under subsection (E):

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1. The actual cost of lodging and meals while a peace officer attended a training course,
  2. Tuition for a training course on a pro-rata basis for the actual hours of training attended, and
  3. Other expenses incurred by a peace officer.
- E. Limitations on reimbursements. The following limitations apply to applications for reimbursement involving training courses.
1. The Board shall not reimburse an agency if the peace officer has previously completed the same training course within three years;
  2. The Board shall not reimburse an agency for a peace officer who fails to complete a training course except upon request of the appointing agency. The agency shall present the reasons for the non-completion to the Board with the request for reimbursement; and
  3. The Board shall not reimburse an agency for the cost of insurance, medical, pension, uniform, clothing, equipment, or other benefits or expenses of a peace officer while attending a training course.
- F. Academy reimbursement. The Board may reimburse an academy for the actual costs of materials, books, ammunition, registration fees and tuition, necessary for completion of a basic course up to the limits set by the Board. To receive reimbursement, an academy shall furnish paid receipts or invoices or other information as required by the Board to verify costs incurred. The Board shall not reimburse an academy for costs incurred for registration fees, tuition, books, materials, or ammunition for a peace officer, if the Board has made these reimbursements for the peace officer's previous attendance at an academy.

**Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1). References to "Council" changed to "Board" (Supp. 94-3). Amended by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking a 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**R13-4-118. Hearings; Rehearings**

- A. If a respondent makes a request for hearing under R13-4-109(E), the hearing shall be held in accordance with A.R.S. Title 41, Chapter 6, Article 10.
- B. If a respondent fails to comply with the requirements under R13-4-109(E) within 30 days of the notice of action sent under R13-4-109(E), the Board may consider the case based on the information available.
- C. If a respondent requests a hearing, but fails to appear at the hearing, the Board or administrative law judge may vacate the hearing. If a hearing is vacated, the Board may deem the acts and violations charged in the notice of action admitted, and impose any of the sanctions provided by A.R.S. § 41-1822(C)(1).
- D. The Board shall render a decision in writing. The Board shall serve notice of the decision on each party as required by A.R.S. § 41-1092.04.
- E. Except as provided in subsection (I), a party is required to file a motion for rehearing or review of a Board decision to exhaust the party's administrative remedies.
- F. A party may file a motion for rehearing or review of a decision with the Board not later than 30 days after service of the Board's decision, specifying the particular grounds for the motion.
- G. The Board may grant a rehearing or review of a decision for any of the following reasons materially affecting the moving party's rights:
  1. Irregularity in the administrative proceedings, or any abuse of discretion that deprived the moving party of a fair hearing;
  2. Misconduct of the Board, the administrative law judge, or the prevailing party;
  3. Mistake or surprise that could not have been prevented by ordinary prudence;
  4. Newly discovered material evidence that could not with reasonable diligence have been discovered and produced at the hearing;
  5. Error in the admission or rejection of evidence or other errors of law occurring at the hearing; or
  6. The decision was not justified by the evidence or the decision was contrary to law.

- H. The Board may affirm or modify the decision or grant a rehearing to any or all of the parties, on part or all of the issues, for any of the reasons in subsection (G). An order granting a rehearing shall specify the particular issues in the rehearing and the rehearing shall concern only the matters specified.
- I. If the Board makes a specific finding that a particular decision needs to be effective immediately to preserve the public peace, health, or safety and that a review or rehearing of the decision is impracticable, unnecessary, or contrary to the public interest, the Board shall issue the decision as a final decision without an opportunity for rehearing or review.

**Historical Note**

Adopted effective March 23, 1989 (Supp. 89-1). References to "Council" changed to "Board" (Supp. 94-3). Amended by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking a 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**ARTICLE 2. CORRECTIONAL OFFICERS****R13-4-201. Definitions**

The definitions in A.R.S. § 41-1661 apply to this Article. Additionally, unless the context otherwise requires:

"Academy" means the Correctional Officer Training Academy (COTA) of the Arizona Department of Corrections in Tucson, Arizona, or a satellite location authorized by the Director.

"Appointment" means the selection of an individual as a correctional officer.

"Applicant" means an individual who applies to be a correctional officer.

"Cadet" means an individual who is attending the academy and, upon graduation, will become a state correctional officer.

"Dangerous drug or narcotic" is defined in R13-4-101.

"Department" means the Arizona Department of Corrections.

"Experimentation" means the illegal use of marijuana, a dangerous drug, or narcotic, as described in R13-4-105(B) and (C).

"State correctional officer" means an individual employed by the Department in the correctional officer series.

**Historical Note**

Adopted effective December 16, 1992, filed June 16, 1992 (Supp. 82-2). Reference to "Council" changed to "Board" and definitions relabeled accordingly (Supp. 94-3). Amended by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking a 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

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**R13-4-202. Uniform Minimum Standards**

- A. To be admitted to the academy for training as a state correctional officer, an individual shall:
1. Be a citizen of the United States or eligible to work in the United States;
  2. Be at least 21 years of age by the date of graduation from the academy;
  3. Be a high school graduate or have successfully completed a General Education Development (G.E.D.) examination or equivalent as specified in R13-4-203(C)(3);
  4. Have a valid Arizona driver's license (Class 2 or higher) by the date of graduation from the academy;
  5. Undergo a complete background investigation that meets the standards of R13-4-203;
  6. Undergo a physical examination (within 12 months before appointment) as prescribed by the Director by a licensed physician designated by the Director;
  7. Not have been dishonorably discharged from the United States Armed Forces;
  8. Not have experimented with marijuana within the past 12 months;
  9. Not have experimented with a dangerous drug or narcotic within the past five years;
  10. Not have ever illegally used marijuana, or a dangerous drug or narcotic other than for experimentation;
  11. Not have a pattern of abuse of prescription medication; and
  12. Not have committed a felony or a misdemeanor of a nature that the Board determines has a reasonable relationship to the functions of the position, in accordance with A.R.S. § 13-904(E).
- B. If the Director wishes to appoint an individual whose conduct is grounds to deny certification under R13-4-109, the Director may petition the Board for a determination that the otherwise disqualifying conduct constitutes juvenile indiscretion by complying with R13-4-105(D).
- C. Code of Ethics. To enhance the quality of performance and the conduct and the behavior of correctional officers, an individual appointed to be a correctional officer shall commit to the following Code of Ethics and shall affirm the commitment by signing the Code:

"I shall maintain high standards of honesty, integrity, and impartiality, free from any personal considerations, favoritism, or partisan demands. I shall be courteous, considerate, and prompt when dealing with the public, realizing that I serve the public. I shall maintain mutual respect and professional cooperation in my relationships with other staff members.

I shall be firm, fair, and consistent in the performance of my duties. I shall treat others with dignity, respect, and compassion, and provide humane custody and care, void of all retribution, harassment, or abuse. I shall uphold the Constitutions of the United States and the state of Arizona, and all federal and state laws. Whether on or off duty, in uniform or not, I shall conduct myself in a manner that will not bring discredit or embarrassment to my agency or the state of Arizona.

I shall report without reservation any corrupt or unethical behavior that could affect either inmates, employees, or the integrity of my agency. I shall not use my official position for personal gain. I shall maintain confidentiality of information that has been entrusted to me and designated as such.

I shall not permit myself to be placed under any kind of personal obligation that could lead any person to expect official favors. I shall not accept or solicit from anyone,

either directly or indirectly, anything of economic value such as a gift, gratuity, favor, entertainment, or loan, that is or may appear to be, designed to influence my official conduct. I will not discriminate against any inmate, employee, or any member of the public on the basis of race, gender, creed, or national origin. I will not sexually harass or condone sexual harassment of any person. I shall maintain the highest standards of personal hygiene, grooming, and neatness while on duty or otherwise representing the state of Arizona."

**Historical Note**

Adopted effective December 16, 1992, filed June 16, 1992 (Supp. 82-2). Reference to "Council" changed to "Board" (Supp. 94-3). Amended by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking a 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**R13-4-203. Background Investigation**

- A. The Department shall conduct a background investigation before an applicant is admitted to the academy. The Department shall review the personal history statement submitted under subsection (B) and the results of the background investigation required in subsection (C) to determine whether the individual meets the requirements of R13-4-202 and the individual's personal history statement is accurate and truthful.
- B. Personal history. An applicant shall complete and submit to the employing agency a personal history statement on a form prescribed by the Board. The applicant shall complete the personal history statement before the start of the background investigation and ensure that the personal history statement provides the information necessary for the Department to conduct the investigation described in subsection (C).
- C. Investigative requirements. Before admitting an applicant to the academy, the Department shall collect, verify, and retain documents establishing that the applicant meets the standards specified in this Article. At a minimum, this documentation shall include:
1. Proof of the applicant's age and United States citizenship or eligibility to work in the United States. A copy of any of the following regarding the applicant is acceptable proof:
    - a. Birth certificate,
    - b. United States passport,
    - c. Certification of United States Naturalization,
    - d. Certificate of Nationality, or
    - e. Immigration Form I-151 or I-1551.
  2. Proof of the applicant's valid driver's license. A copy of the applicant's driver's license and written verification of the applicant's driving record from the applicable state's Department of Transportation, Motor Vehicle Division, is required proof.
  3. Proof that the applicant is a high school graduate or its equivalent. The following are acceptable proof:
    - a. A copy of a diploma from a high school recognized by the department of education of the jurisdiction in which the diploma is issued;
    - b. A copy of a certificate showing successful completion of the General Education Development (G.E.D.) test; or
    - c. In the absence of proof of high school graduation or successful completion of the G.E.D. test,
      - i. A copy of a degree or transcript from an accredited college or university showing successful completion of high school or high school equivalency;

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- ii. A United States Military Service Record DD Form 214-#4 with the Education block indicating high school completion, or
  - iii. Other evidence of high school education equivalency submitted to the Board for consideration.
4. Record of any military discharge. A copy of the Military Service Record (DD Form 214-#4) is acceptable proof.
  5. Results of a psychological fitness assessment approved by the Director and conducted by a psychologist or psychiatrist designated by the Department.
  6. Personal references: The names and addresses of at least three individuals who can provide information regarding the applicant.
  7. Previous employers or schools attended. The names and addresses of all employers of and schools attended by the applicant for the past five years.
  8. Residence history. The complete address for every location at which the applicant has lived in the last five years.
  9. Law enforcement agency records. The Department shall request and review law enforcement agency records in jurisdictions where the applicant has lived, worked, or attended school in the past five years. The Department shall document the information obtained.
  10. Criminal history query. The Department shall query the National Crime Information Center/Interstate Identification Index (NCIC/III), and the Arizona Criminal Information Center/Arizona Computerized Criminal History (ACIC/ACCH), or the equivalent for each state where the applicant has lived, worked, or attended school in the past five years and review the criminal history record for any arrest or conviction to determine compliance with R13-4-202.
  11. Fingerprint card. The Department shall obtain from an applicant and submit a fingerprint card for processing by the Arizona Department of Public Safety and the Federal Bureau of Investigation.
    - a. The Department shall process a fingerprint card for an applicant entering the academy, except as provided in subsections (C)(9)(b) and (C)(9)(c). The Department shall process a fingerprint card for an applicant even if the applicant has a processed applicant fingerprint card from a previous employer.
    - b. If the fingerprint card is not fully processed when the applicant is ready to enter the academy, the Department may allow the applicant to attend the academy if:
      - i. A computerized criminal history check has been made and the results are on file with the Department, and
      - ii. The applicant meets all other requirements of this Section and R13-4-202.
    - c. If the Department has not received a fully processed fingerprint card within 15 weeks of the date of admission to the academy, the individual does not meet the requirements of this Section and may be terminated from the academy. The Department may extend the deadline for receipt of a processed fingerprint card an additional 15 weeks. An individual terminated from the academy under this subsection may be re-employed under R13-4-208 when a fully processed fingerprint card is received.

**Historical Note**

Adopted effective December 16, 1992, filed June 16, 1992 (Supp. 82-2). Reference to "Council" changed to "Board" (Supp. 94-3). Amended by final rulemaking at 8

A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking a 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1). Amended by final rulemaking a 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**R13-4-204. Records and Reports**

- A. Reports. The Department shall submit to the Board a report by the Director attesting that each individual completing the academy meets the requirements of R13-4-202.
- B. Records. The Department shall make Department records available to the Board upon request of the Board or its staff. The Department shall keep the records in a central location. The Department shall maintain:
  1. A copy of reports submitted under subsection (A);
  2. All written documentation obtained or recorded under R13-4-202 and R13-4-203; and
  3. A record of all advanced training, specialized training, continuing education, and firearms qualification conducted under R13-4-206.
- C. Record retention. The Department shall maintain the records required by this Section as follows:
  1. For applicants investigated under R13-4-203 who are not appointed: two years; and
  2. For applicants who are appointed: five years from the date of termination, except records retained under subsection (B)(3), shall be retained for three years.

**Historical Note**

Adopted effective December 16, 1992, filed June 16, 1992 (Supp. 82-2). References to "Council" changed to "Board" (Supp. 94-3). Amended by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking a 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**R13-4-205. Basic Training Requirements**

- A. Required training for state correctional officers. Before appointment as a state correctional officer, an individual shall complete a Board-approved basic correctional officer training program. This program shall meet or exceed the requirements of this Section.
- B. Curricula or training material approval time frames.
  1. For the purposes of A.R.S. § 41-1073, the Board establishes the following time frames for curricula or training material that require Board approval under this Section and R13-4-206.
    - a. Administrative completeness time frame: 60 days.
    - b. Substantive review time frame: 60 days.
    - c. Overall time frame: 120 days.
  2. The administrative completeness review time frame begins on the date the Board receives the documents required by this Section or R13-4-206.
    - a. Within 60 days, the Board shall review the documents and issue to the Department a statement of administrative completeness or a notice of administrative deficiencies that lists each item required by this Section that is missing.
    - b. If the Board issues a notice of administrative deficiency, the Department shall submit the missing documents and information within 90 days of the notice. The administrative completeness time frame is suspended from the date of the deficiency notice until the date the Board receives the missing documents and information.
    - c. If the Department fails to provide the missing documents within the 90 days provided, the Board shall deny the approval.

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- d. When the file is administratively complete, the Board shall provide written notice of administrative completeness to the Department.
3. The substantive review time frame begins on the date the Board issues the notice of administrative completeness.
- During the substantive review time frame, the Board may make one comprehensive written request for additional information.
  - The Department shall submit to the Board the additional information identified in the request for additional information within 60 days. The time frame for the Board to finish the substantive review of the application is suspended from the date of the request for additional information until the Board receives the additional information.
  - The Board shall deny the approval if the additional information is not supplied within the 60 days provided.
  - When the substantive review is complete, the Board shall grant or deny approval.
- C. Basic course specifications.
- The Department shall develop the curriculum for the basic correctional officer training program.
    - The curriculum shall include courses in the following functional areas.
      - Functional Area I - Ethics and Professionalism;
      - Functional Area II - Inmate Management;
      - Functional Area III - Legal Issues;
      - Functional Area IV - Communication Skills;
      - Functional Area V - Officer Safety, including firearms;
      - Functional Area VI - Applied Skills;
      - Functional Area VII - Security, Custody, and Control;
      - Functional Area VIII - Conflict and Crisis Management; and
      - Functional Area IX - Medical Emergencies, and Physical and Mental Health.
    - The curriculum shall also contain administrative time for orientation, counseling, testing, and remedial training.
  - The Department shall ensure that curriculum submitted to the Board for approval contains lesson plans that include:
    - Course title,
    - Hours of instruction,
    - Materials and aids to be used,
    - Instructional strategy,
    - Topic areas in outline form,
    - Success criteria, and
    - The performance objectives or learning activities to be achieved.
  - After initial approval by the Board, the Director or the Director's designee shall:
    - Annually review each lesson plan submitted to and approved by the Board under subsection (C)(2); and
    - If an approved lesson plan has been changed, submit the changed lesson plan to the Board for approval; or
    - If an approved lesson plan has not been changed, sign and date an acknowledgment of approval for each lesson plan.
  - The Department shall ensure that the following three components are specified for each performance objective:
    - The learner, which is an individual or group that performs a behavior as the result of instruction;
    - The behavior, which is an observable demonstration by the learner at the end of instruction that shows that the objective is achieved and allows evaluation of the learner's capabilities relative to the behavior;
    - The conditions, which is a description of the important conditions of instruction or evaluation under which the learner will perform the stated behavior. Unless specified otherwise, the instruction and evaluation shall be in written or oral form.
5. The Department shall ensure that instructors of basic correctional officer training courses meet proficiency requirements developed by the Department and approved by the Board. The Department shall ensure that proficiency requirements for instructors include education, experience, or a combination of both. The Department shall affirm to the Board that each instructor has the necessary qualifications before the instructor delivers any instruction. In addition to these requirements, instructors of courses dealing with the proficiency skills of defensive tactics, physical conditioning, firearms, and medical emergencies shall complete specialized training developed by the Department and approved by the Board. Instructors shall use lesson plans described in subsection (C)(2).
- D. Academic requirements.
- A cadet shall be given a combination of written, oral, or practical demonstration examinations capable of measuring the cadet's attainment of the performance objectives in each approved lesson plan.
  - Academy staff shall review examination results and academic progress with each cadet weekly. Academy staff shall ensure that each cadet is informed of correct responses.
  - A cadet shall complete all examinations before graduating from the academy. To successfully complete a written or oral examination, a cadet shall score at least 70 percent.
    - If a cadet receives a score of less than 70 percent, the academy shall provide the cadet with remedial training in areas of deficiency.
    - The academy shall not offer a cadet more than one re-examination per lesson plan.
  - A cadet shall qualify with firearms as specified in subsection (C). Firearms qualification shall include:
    - 50-shot daytime or nighttime qualification course with service handgun. The minimum passing score is 210 points out of a possible 250 points;
    - Seven-shot qualification course with service shotgun; and
    - Target identification and discrimination course.
  - A cadet shall meet success criteria described in the Board-approved curriculum for the proficiency skills of self-defense, physical conditioning, and medical emergencies, as approved under R13-4-205(C).
  - The academy shall provide a cadet who does not attend a lesson with remedial training before graduation.
  - The academy shall not graduate a cadet who attends less than 90 percent of the total hours of basic training.
- E. Exceptions. A cadet shall not function as a state correctional officer except:
- As a part of an exercise within the approved basic training program, if the cadet is under the direct supervision and control of a state correctional officer; or
  - At the discretion of the Director, for the duration of an emergency situation including, but not limited to, riots, insurrections, and natural disasters. A cadet shall not carry a firearm in the course of duty unless the cadet has successfully met the requirement of R13-4-205(D)(4).

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- F. Waiver of required training. The Board shall grant a complete or partial waiver of the required basic training, at the request of the Director, upon a finding by the Board that the best interests of the corrections profession are served and the public welfare and safety is not jeopardized by the waiver if an applicant:
1. Successfully completes a basic corrections officer training course comparable to or exceeding, in hours of instruction and subject matter, the Board-approved basic correctional officer training course and has a minimum of one year of experience as a correctional officer. The applicant shall include verification of previous experience and training with the application for waiver;
  2. Meets the minimum qualifications specified in R13-4-202; and
  3. Successfully completes a comprehensive examination measuring comprehension of the basic correctional officer training course. The comprehensive examination shall be prepared by the Department, approved by the Board, and include a written test and practical demonstrations of proficiency in firearms, physical conditioning, and defensive tactics.

**Historical Note**

Adopted effective December 16, 1992, filed June 16, 1992 (Supp. 82-2). References to "Council" changed to "Board" (Supp. 94-3). Amended by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking at 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**R13-4-206. Field Training and Continuing Training Including Firearms Qualification**

- A. Field training requirement. Before graduating from the academy or within two months after graduation, a cadet or state correctional officer shall participate in and successfully complete a Board-approved field training program.
- B. Continuing training requirement.
1. A state correctional officer shall receive eight hours of Board-approved continuing training each calendar year beginning January 1 following the date the officer received certified status.
  2. In addition to the training required under subsection (B)(1), a state correctional officer authorized to carry a firearm shall qualify each calendar year after appointment beginning January 1 following the date the officer received certified status. The firearms qualification training shall meet the standards specified under subsection (F) and shall not be used to satisfy the requirements of R13-4-206 (C).
- C. Continuing training requirements may be fulfilled by:
1. Advanced training programs, or
  2. Specialized training programs.
- D. Advanced training programs. The Department shall develop, design, implement, maintain, evaluate, and revise advanced training programs that include courses enhancing a correctional officer's knowledge, skills, or abilities for the job that the correctional officer performs. The courses within an advanced training program shall include advanced or remedial training in any topic listed in R13-4-205(C).
- E. Specialized training programs. The Department shall develop, design, implement, maintain, evaluate, and revise specialized training programs that address a particular need of the Department and target a select group of officers. The courses within a specialized training program shall include topics different from those in the basic corrections training program or any advanced training programs.

- F. Firearms qualification required. A correctional officer authorized to carry a firearm shall qualify to continue to be authorized to carry a firearm each calendar year beginning the year following the receipt of certified status by completing a Board-prescribed firearms qualification course using a service handgun, service shotgun, and service ammunition, and a Board-prescribed target identification and judgment course.
1. Firearms qualification course standards.
    - a. A firearms qualification course is:
      - i. A course prescribed under R13-4-205(C); or
      - ii. A course determined by the Board to measure firearms competency at least as accurately as the course prescribed under R13-4-205(C).
    - b. All firearms qualification courses shall include:
      - i. A timed accuracy component;
      - ii. A type and style of target that is equal to, or more difficult than, the targets used under R13-4-205(C); and
      - iii. Success criteria that are equal to, or more difficult than, the success criteria used under R13-4-205(C).
  2. Firearms target identification and judgment course standards.
    - a. A firearms target identification and judgment course is:
      - i. A course prescribed under R13-4-205(C); or
      - ii. A course determined by the Board to measure target identification and judgment competency at least as accurately as those prescribed under R13-4-205(C).
    - b. All firearms target identification and judgment courses shall include:
      - i. A timed accuracy component;
      - ii. A type and style of target discrimination that is equal to, or more difficult than, those used under R13-4-205(C); and
      - iii. Success criteria that are equal to, or more difficult than, those used under R13-4-205(C).
  3. All courses shall be presented by a firearms instructor who meets the requirements under R13-4-205(C)(5).

**Historical Note**

Adopted effective December 16, 1992, filed June 16, 1992 (Supp. 82-2). References to "Council" changed to "Board" (Supp. 94-3). Amended by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking at 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**R13-4-207. Repealed****Historical Note**

Adopted effective December 16, 1992, filed June 16, 1992 (Supp. 82-2). References to "Council" changed to "Board" (Supp. 94-3). Section repealed by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3).

**R13-4-208. Re-employment of State Correctional Officers**

- A. A state correctional officer who terminates employment may be re-employed by the Department within two years from the date of termination if the former state correctional officer meets the requirements of R13-4-202 and R13-4-203 at the time of re-employment.
- B. A state correctional officer who terminates employment may be re-employed by the Department if re-employment is sought more than two years but less than three years from the original date of termination, if the former state correctional officer



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meets the requirements of R13-4-202 and R13-4-203 at the time of re-employment and completes the waiver provisions of R13-4-205(F).

- C. A former state correctional officer who seeks re-employment more than three years from the date of termination shall meet all the requirements of this Article at the time of re-employment.

**Historical Note**

Adopted effective December 16, 1992, filed June 16, 1992 (Supp. 82-2). Amended by final rulemaking at 8 A.A.R. 3201, effective July 11, 2002 (Supp. 02-3). Amended by final rulemaking a 22 A.A.R. 555, effective April 8, 2016 (Supp. 16-1).

**50-SHOT DAYTIME SEMI-AUTOMATIC QUALIFICATION COURSE  
TARGET TQ-19 AND TQ-21 (or silhouette as approved by Board)  
MAXIMUM SCORE 250, 210 MINIMUM  
USING SERVICE HANDGUN AND AMMUNITION  
Per R13-4-116(E)**

Prior to beginning of qualification range staff will review range and firearms safety with shooters.

Officers will prepare for/begin the course with their weapon and magazines loaded in the condition they will be carried on duty.

Failure to safely shoot the course as prescribed disqualifies the shooter (i.e. A negligent discharge, muzzling self, other shooter(s) or an instructor).

Officers will begin in a standing relaxed position, hands off the weapon and eyes on the target. All weapons will be in their holster with retention devices secured. During the course of fire, weapons will be held in the ready position, at a 45 degree angle down range, or as defined by individual agency policy, toward the target. Return weapons to the holster only upon command and secure retention devices. It is the shooters responsibility to manage their ammunition. A weapon going empty during the course is NOT cause for an alibi.

Stages will be fired in the following order:

**STAGE 1 - Twenty-Five Yard Line**

Seven rounds (center of mass), standing, two hands, single or double action.

*The individual firing order of the two strings of fire for Stage 1 may be adjusted by range staff to accommodate varying weapon ammunition capacities.*

- A. From the holster. On command, draw and fire three rounds in ten seconds. Upon completion of firing shooter will assume the ready position.
- B. From ready position. On command, fire four rounds in ten seconds. Upon completion of firing shooter will assume the ready position until directed to holster.

Range staff may score/account for rounds on target.

**STAGE 2 - Fifteen Yard Line**

Twelve rounds (center of mass), standing, two hands.

*The individual firing order of the three strings of fire for Stage 2 may be adjusted by range staff to accommodate varying weapon ammunition capacities.*

Remind shooters to manage ammunition if needed and that a facing target simulates/represents a threat for reload and malfunction clearance portion of the course.

- A. From the holster. Load a total of three rounds and place the weapon in the holster. On command, draw and fire three rounds, perform empty gun reload, and fire three rounds in fourteen seconds. Upon completion of firing shooter will assume the ready position until directed to holster.
- B. From the holster. On command, draw and fire three rounds in five seconds. Upon completion of firing shooter will assume the ready position until directed to holster.
- C. From the holster. On command, draw and fire two rounds in four seconds. Upon completion of firing shooter will assume the ready position.

- D. On command, from ready position, fire one round in two seconds. Upon completion of firing shooter will assume the ready position until directed to holster.

**Range staff may score/account for rounds on target.**

**STAGE 3 - Seven Yard Line**

Nineteen rounds (center of mass), standing, two hands.

*The individual firing order of the four strings of fire for Stage 3 may be adjusted by range staff to accommodate varying weapon ammunition capacities.*

**Remind shooters to manage ammunition if needed and that a facing target simulates/represents a threat for reload and malfunction clearance portion of the course.**

- A. One of the following from section A will be performed:

From the holster. Clear weapon and insert loaded magazine, maintaining an empty chamber, and place the weapon in the holster. On command, draw, attempt to fire, upon gun not firing, perform immediate action/failure to fire drill, and fire three rounds in seven seconds. Upon completion of firing shooter will assume the ready position.

**OR**

From the holster. Place a dummy round somewhere in the first three rounds to be fired in the weapon and place the weapon in the holster. On command, draw and fire three rounds, when dummy is encountered/ gun fails to fire, perform immediate action/failure to fire drill, and fire any needed round(s) to meet the three round total, in seven seconds. Upon completion of firing shooter will assume the ready position.

- B. From ready position. On command, fire three rounds, perform a tactical reload, and fire three rounds for a total of six rounds in twelve seconds. Upon completion of firing shooter will assume the ready position until directed to holster.
- C. From the holster. Load a total of three rounds and place the weapon in the holster. On command, draw and fire three rounds, conduct an empty gun reload, fire three rounds in twelve seconds. Upon completion of firing shooter will assume the ready position until directed to holster.
- D. From the holster. On command, draw and fire four rounds in six seconds. Upon completion of firing shooter will assume the ready position until directed to holster.

**Range staff may score/account for rounds on target.**

**STAGE 4 - Three Yard Line**

Twelve rounds (to indicated target area), standing, in three separate stages, of strong hand only, two hands, and support hand only.

*The individual firing order of the four strings of fire for Stage 4 may be adjusted by range staff to accommodate varying weapon ammunition capacities.*

**Remind shooters to manage ammunition if needed.**

- A. Strong hand only – fire three rounds as follows: place the loaded weapon in the holster. On command, draw/take a lateral step to the left or right, as directed, and fire two rounds center of mass, one round to head, in four seconds. Upon completion of firing shooter will assume the ready position until directed to holster.

- B. Two hands - fire three rounds as follows: place the loaded weapon in the holster. On command, draw/take a lateral step to the left or right, as directed, and fire two rounds center of mass, one round to head, in four seconds. Upon completion of firing shooter will assume the ready position until directed to holster.
- C. Two hands - fire three rounds as follows: place the loaded weapon in the holster. On command, draw/take a lateral step to the left or right, as directed, and fire two rounds center of mass, one round to head, in four seconds. Upon completion of firing shooter will assume the ready position until directed to holster.
- D. Support hand only - fire three rounds as follows: place the loaded weapon in the Support hand and assume ready position. On command, take a lateral step to the left or right, as directed, and fire two rounds center of mass, one round to head, in four seconds.

**Scoring:**

TQ-19 and TQ-21: Five points for shots within the designated scoring area (center of mass or head) for that string of fire, zero points for shots on the silhouette, but outside the scoring area.

Line shots are counted as "IN" on both targets.

Course is shot in prescribed order to facilitate accounting for all rounds fired.

Weapon running empty due to failure to manage ammunition or fully seat magazine is not reason for alibi.

Rounds not fired in allotted time/string of fire will not be allowed to be added or made up on another string of fire.

**– DEFINITIONS –**  
**50-SHOT DAYTIME SEMI-AUTOMATIC QUALIFICATION COURSE**  
**TARGET 19 AND 21 (or silhouette as approved by Board)**  
**MAXIMUM SCORE 250, 210 MINIMUM**  
**USING SERVICE HANDGUN AND AMMUNITION**  
**Per R13-4-116(E)**

**Purpose Statement**

The purpose of the 50-Shot Daytime Semi-Automatic Qualification Course is to directly assess the skills identified as those needed to perform in the capacity of a Sworn Peace Officer armed with a Semi-Automatic Pistol. Those skills include: basic marksmanship, movement, and weapons manipulation, to include reloading and basic pistol malfunction clearance. These skills are assessed at distances likely to be encountered through an analysis of officer involved shooting incidents in Arizona.

**Definitions:**

**Immediate action drill (malfunction clearance)**

If the weapon fails to fire, the officer must immediately react by going into Phase One (1) of the Two (2) phase, immediate action drill.

Phase One - While assessing the situation:

1. Tap the base of the magazine and make sure it is seated properly.
2. Rack the slide hard to the rear while rolling the firearm 90° right.
3. Assess threat and fire if necessary.

**Empty Reload**

The weapon's magazine and chamber are empty. The slide should lock back, but it may not.

The key to an effective empty reload is to do two (2) things at one (1) time:

1. The shooting hand depresses the magazine release while at the same time the support hand acquires a fresh magazine from the pouch. Most shooters will have to alter the firing grip to reach the magazine release. Left-handed shooters use the trigger finger to release the magazine.
2. The magazine is inserted and seated.
3. A round must be chambered.
4. If the slide is locked back, the preferred method for the combat shooter is to manipulate the slide.
5. If the slide did not lock back, the slide must be manipulated.

**Tactical Reload**

In a tactical reload, the weapon is not empty. The partially loaded magazine which is in the gun is replaced with a fully loaded magazine. The partially loaded magazine is retained on the shooter's body.

**Traditionally Defined Tactical Magazine Exchange**

1. The support hand attains a proper grip on a fresh magazine from the magazine pouch. As the magazine is brought to the weapon, the support hand shifts the magazine between the index and middle fingers.
2. The side of the index finger and the pad of the thumb grip the seated magazine floorplate, not the fingertips.
3. The shooting hand depresses the magazine release.
4. The partial magazine is withdrawn and the fresh magazine is seated.
5. The thumb/index finger technique works better for small-handed shooters.
6. The retained, partially-loaded magazine is then placed in a pocket or in the waistband.

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(The definitions go with the new approved Semi-Auto Qualifications Course of fire which is effective January 1, 2013)

**Magazine Reload with Retention**

1. The partially loaded magazine which is in the gun is removed from the firearm.
2. This magazine is stowed on the shooter's body; retained in a fashion that if movement is need this magazine would not dislodge and drop.
3. A fully loaded magazine is attained from the magazine pouch.
4. This magazine is fully inserted and seated into the gun.

**Designated Shots:**

**Designated Center of Mass (COM) Shots:** Shots which are designated as "center of mass" hits are scored hits if they are in the main body of the silhouette target. Designated center of mass shots which hit the designated "head" area are scored as a miss (zero points).

**Designated Head Shots:** Shots which are designated "head" hits are scored as five (5) points or zero (0) points - a miss. A Head Shot is defined as:

TQ-19 Target: The lower boundary of the head shot is delineated by (placing) a horizontal line which is 7 ¼ inches down from the already marked, horizontal and top boundary line of the designated head area of the TQ-19. This top boundary line is in the forehead area of the silhouette.

TQ-21 Target: the head shot is defined by the complete solid line which encompasses the temple, face, cheek and chin areas.

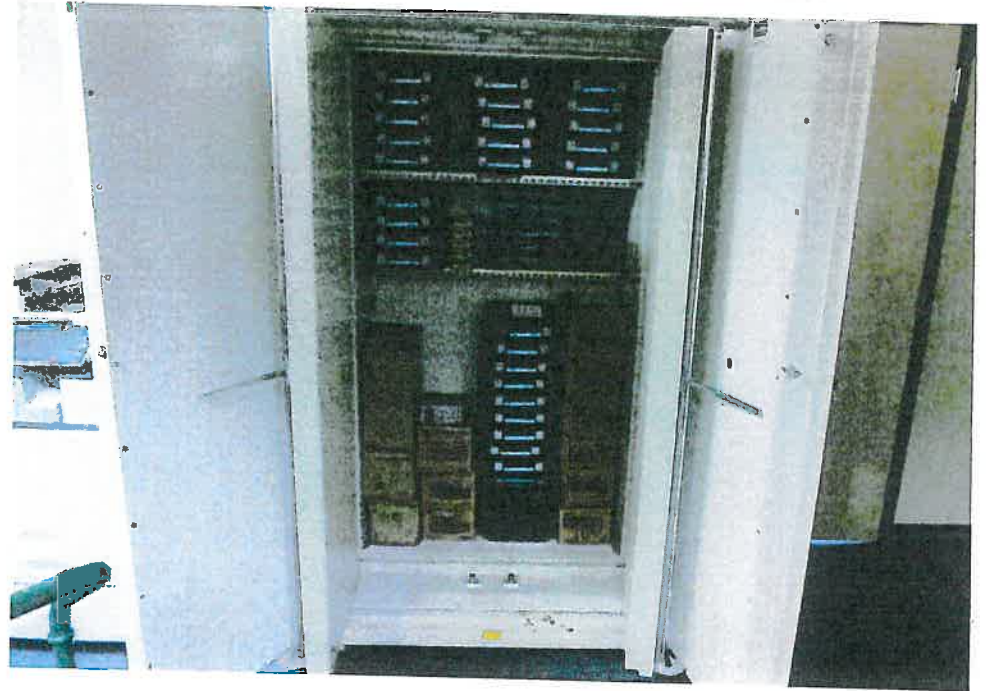
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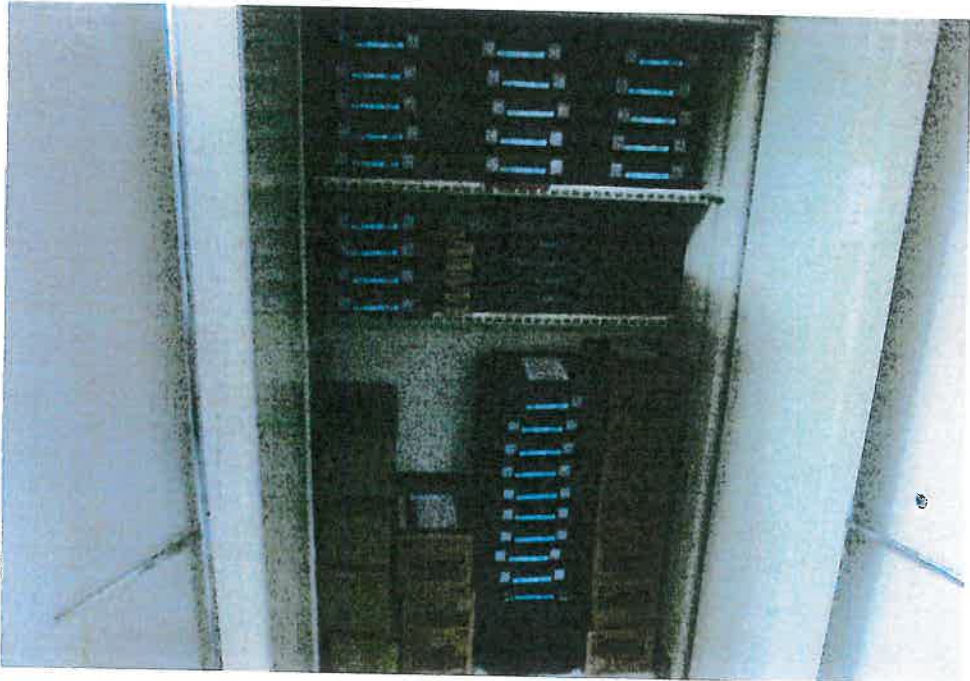
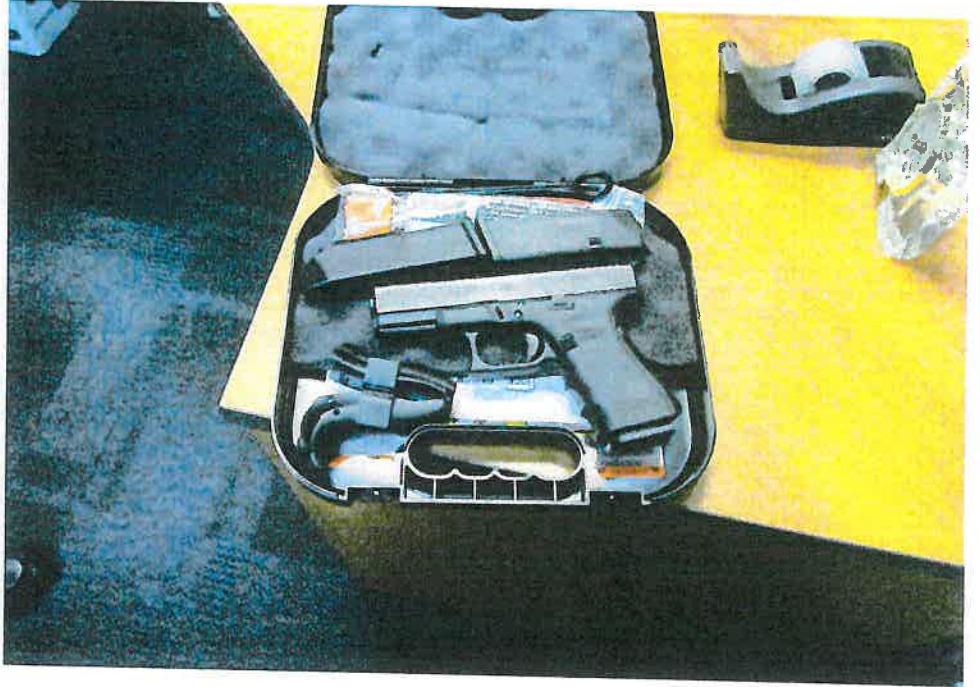
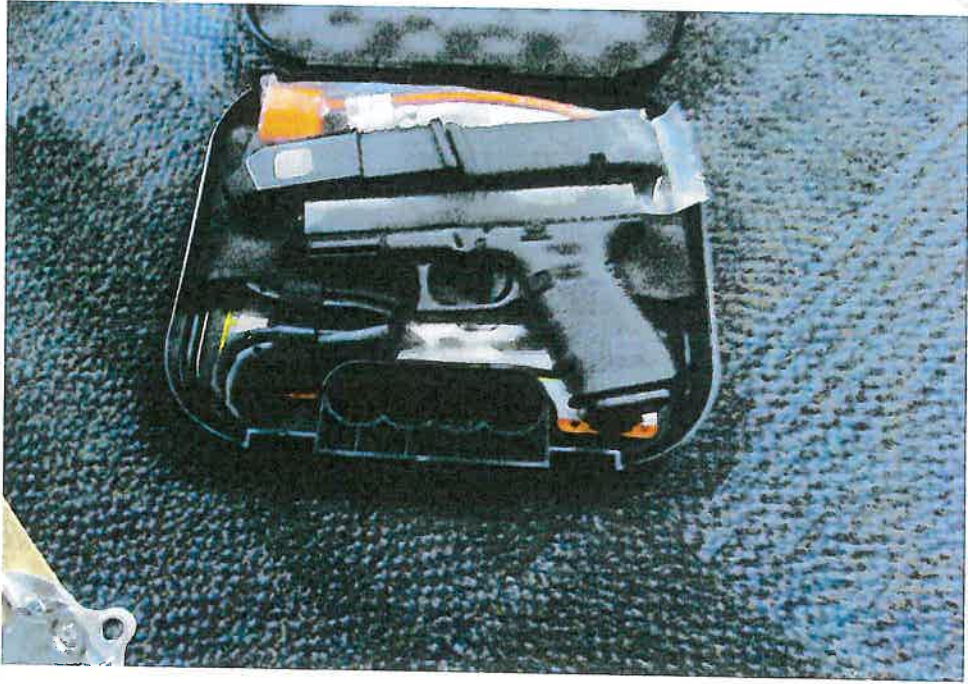
It is recommended that range staff refresh their students on the following prior to administering the qualification course:

1. Circumstances that dictate each of the two (2) assessed reloads.
2. Physical performance of the two (2) assessed reloads.
3. Proper movement techniques.
4. The importance of scanning for further threats prior to holstering.
5. Target facing shooter during reload and malfunction section represents continued threat to be addressed.

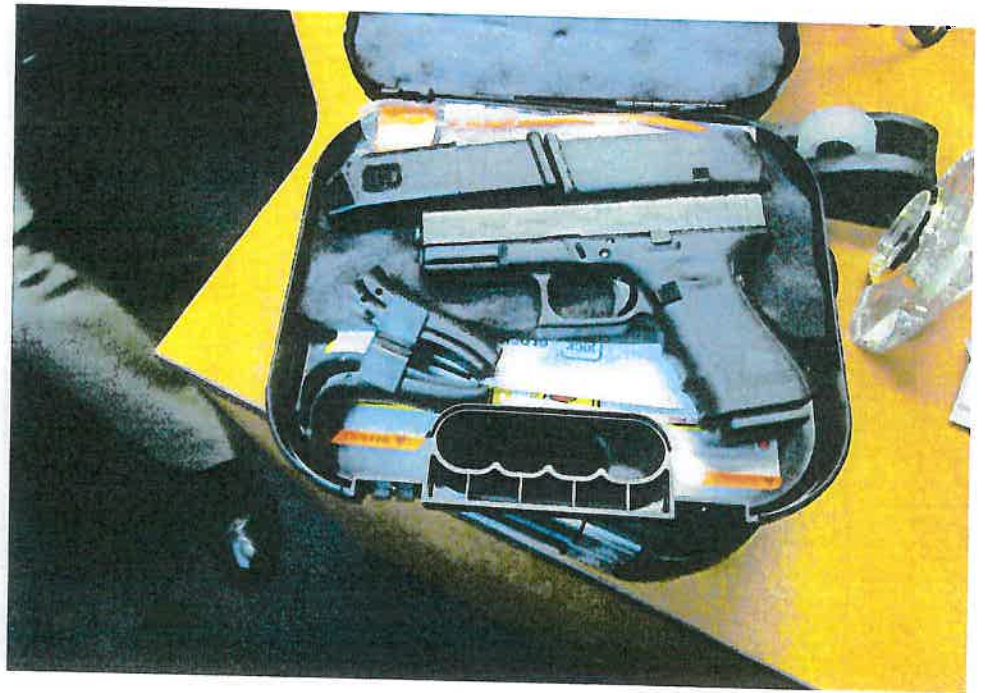
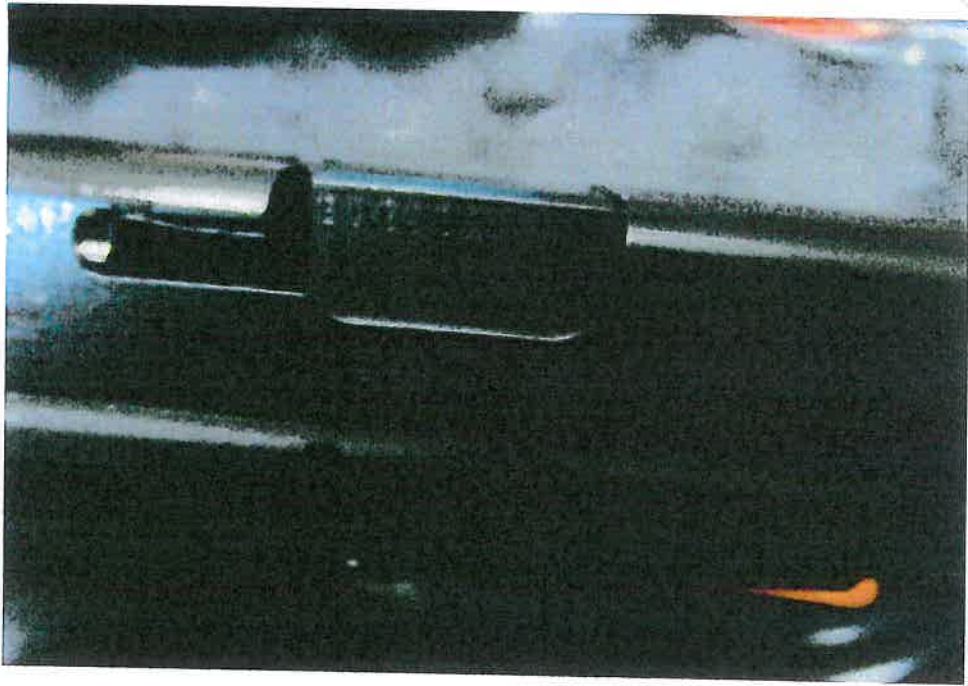
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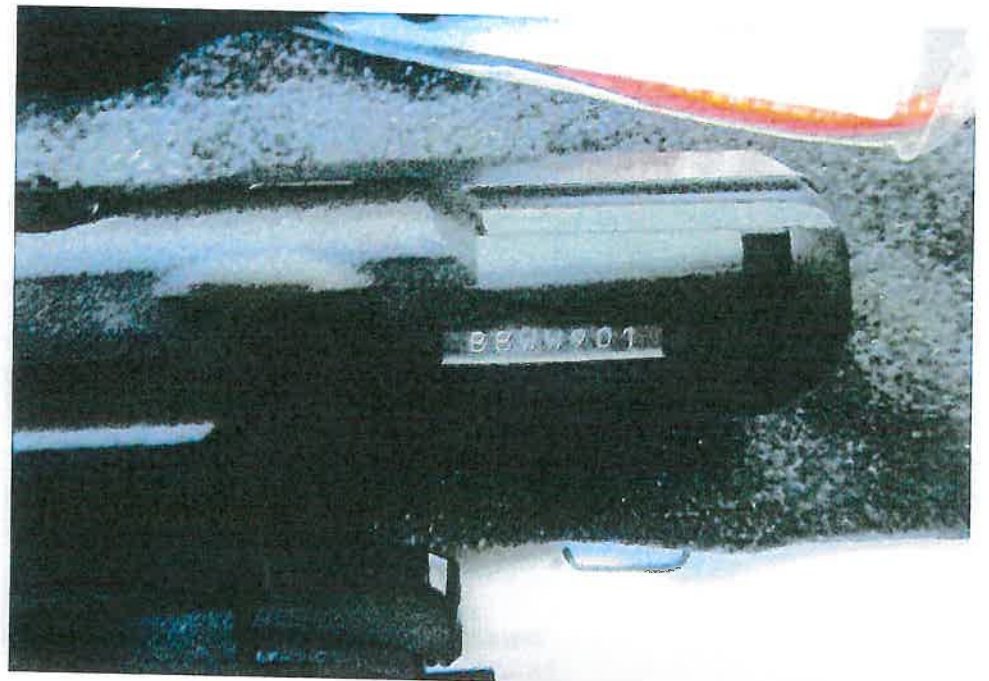
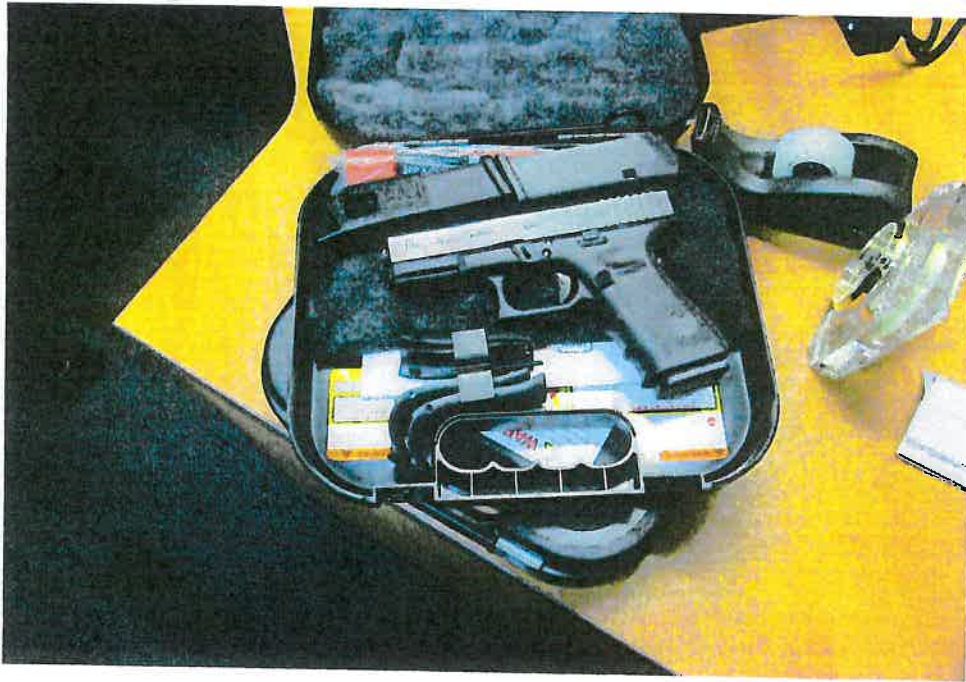
(The definitions go with the new approved Semi-Auto Qualifications Course of fire which is effective January 1, 2013)

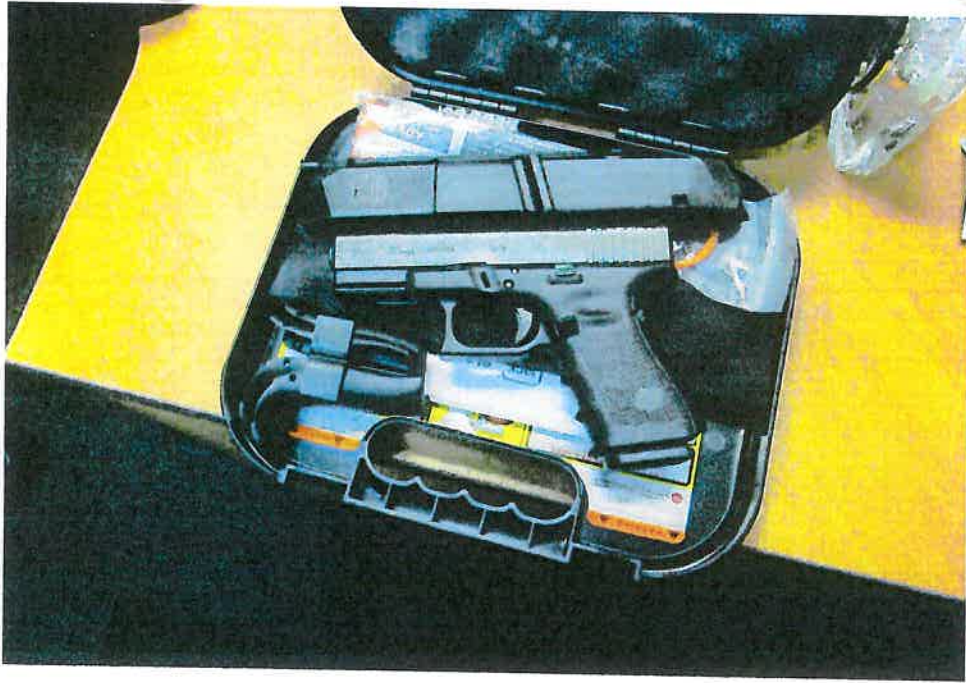




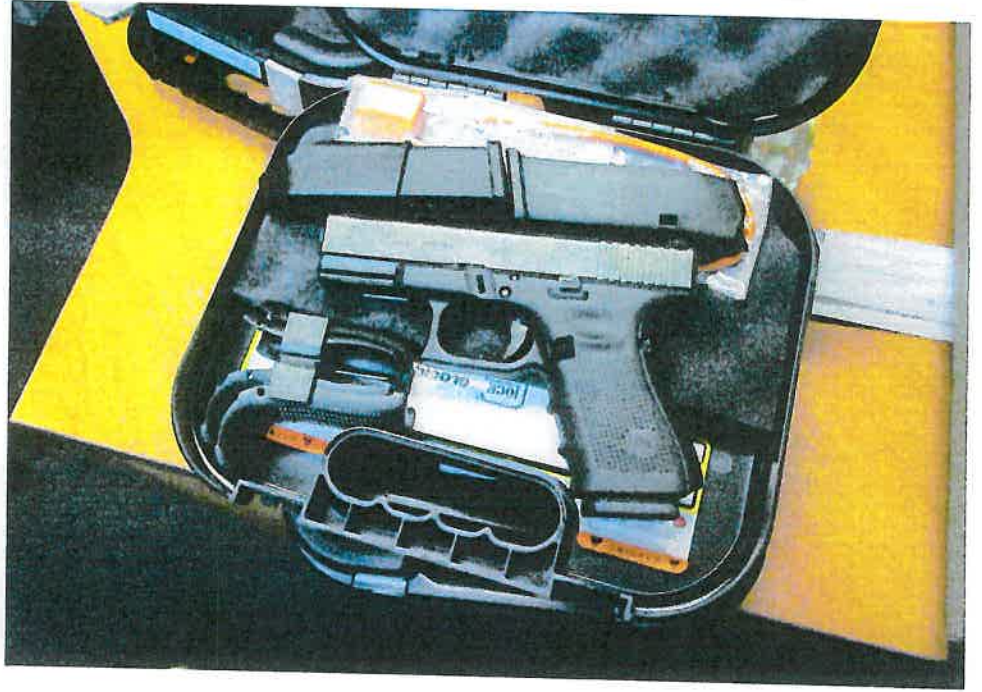


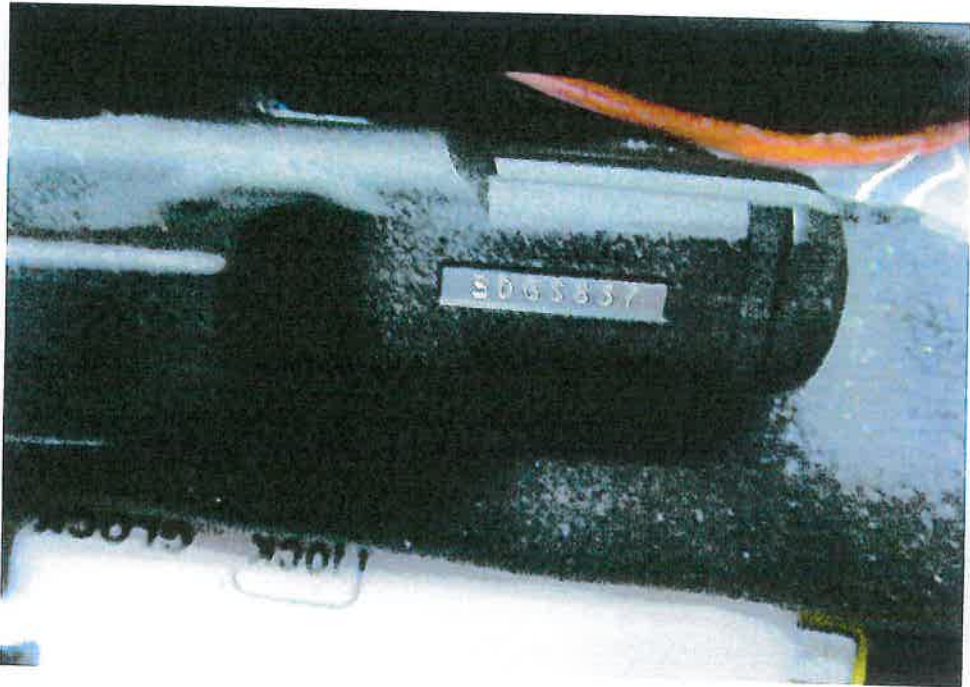
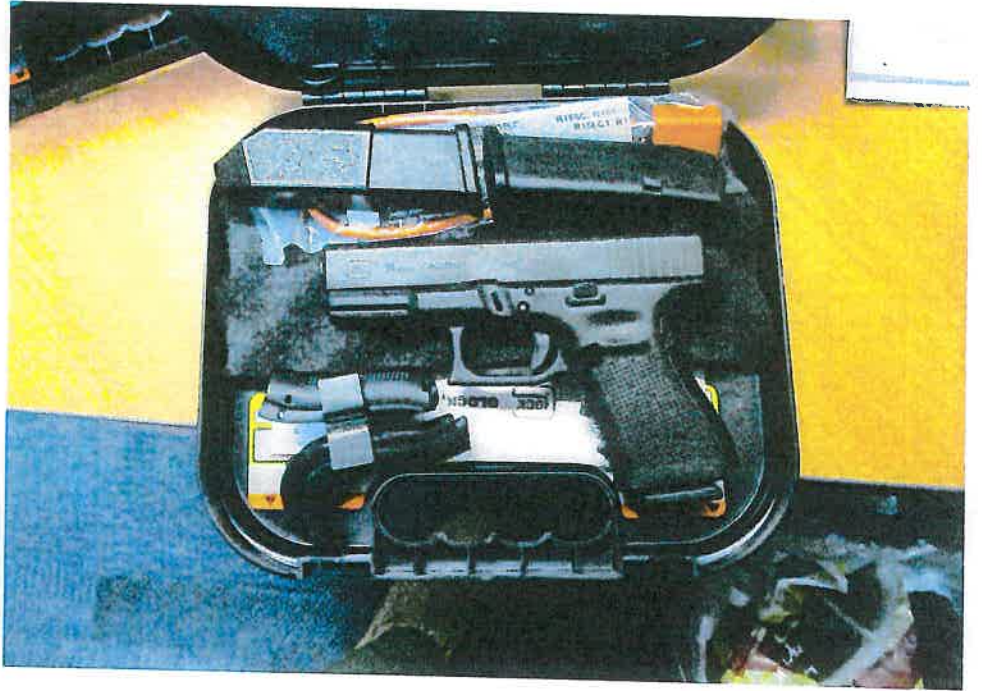




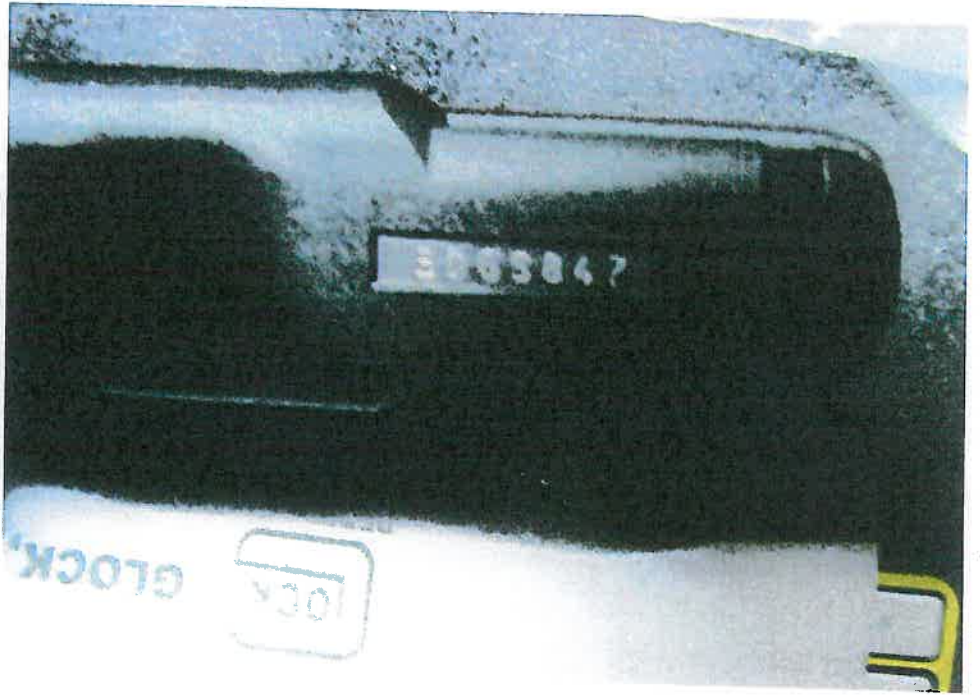
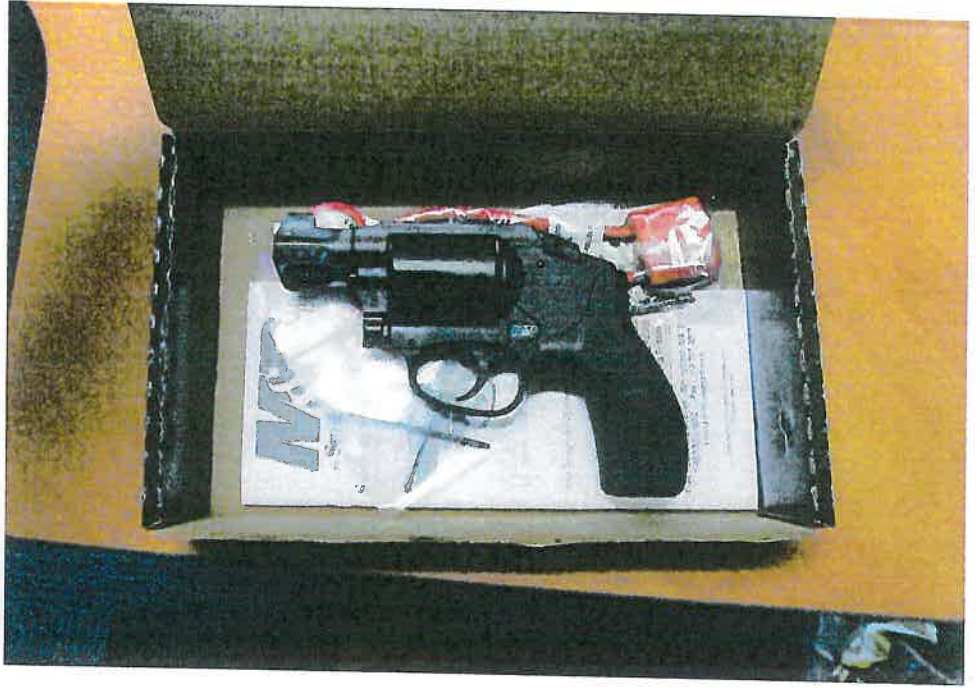




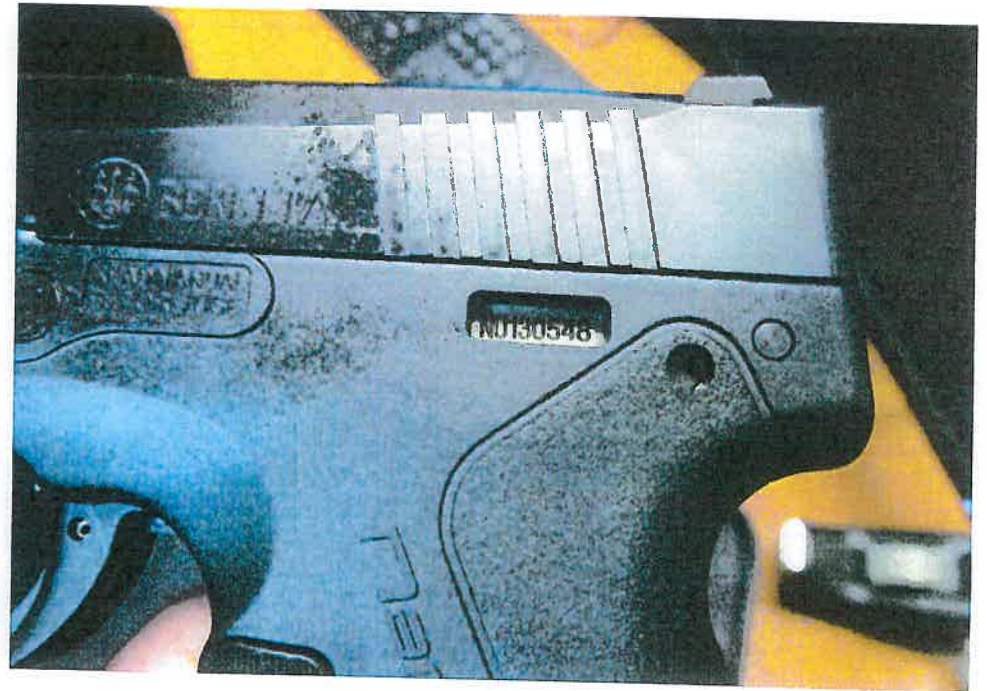
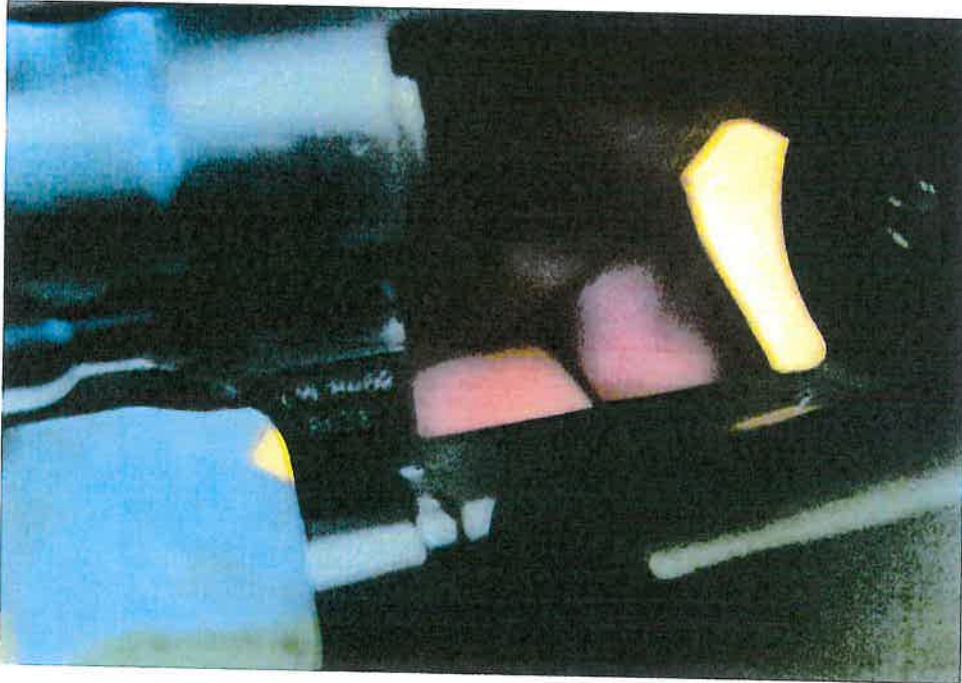
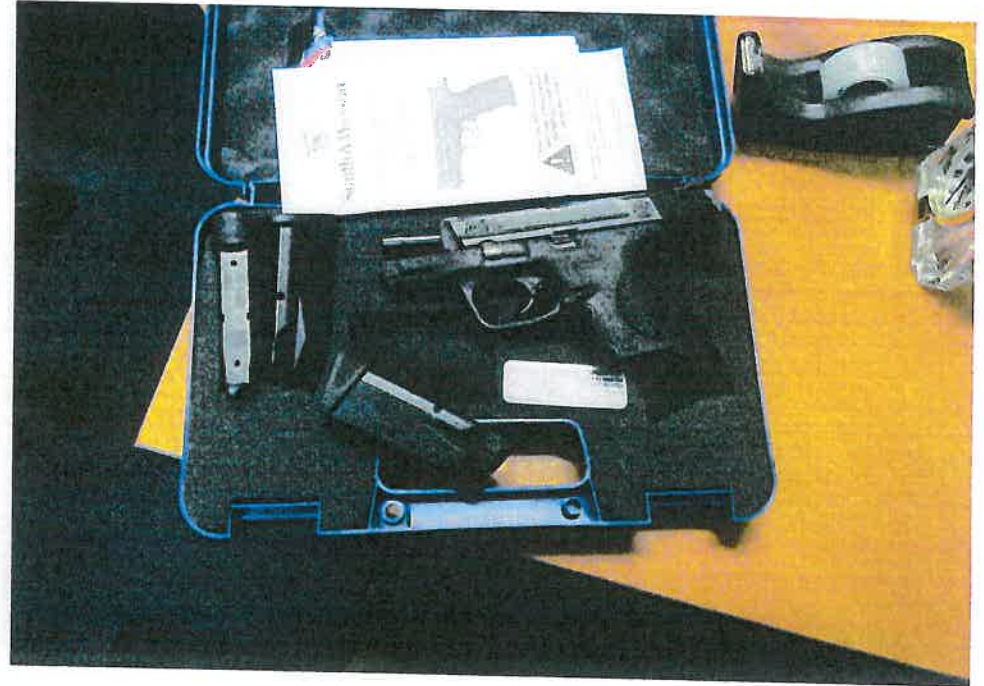


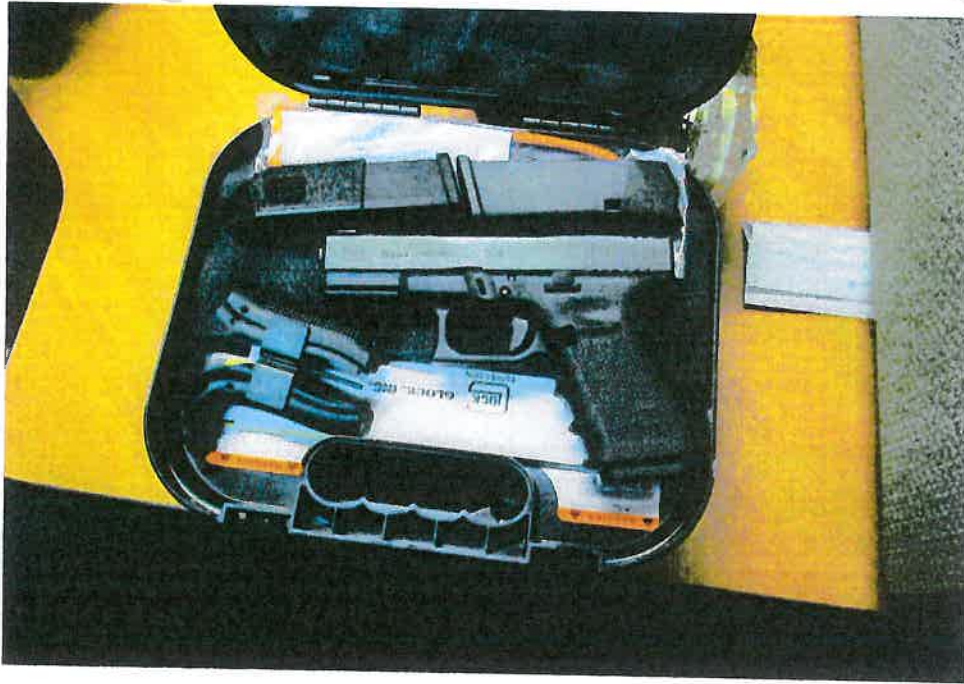


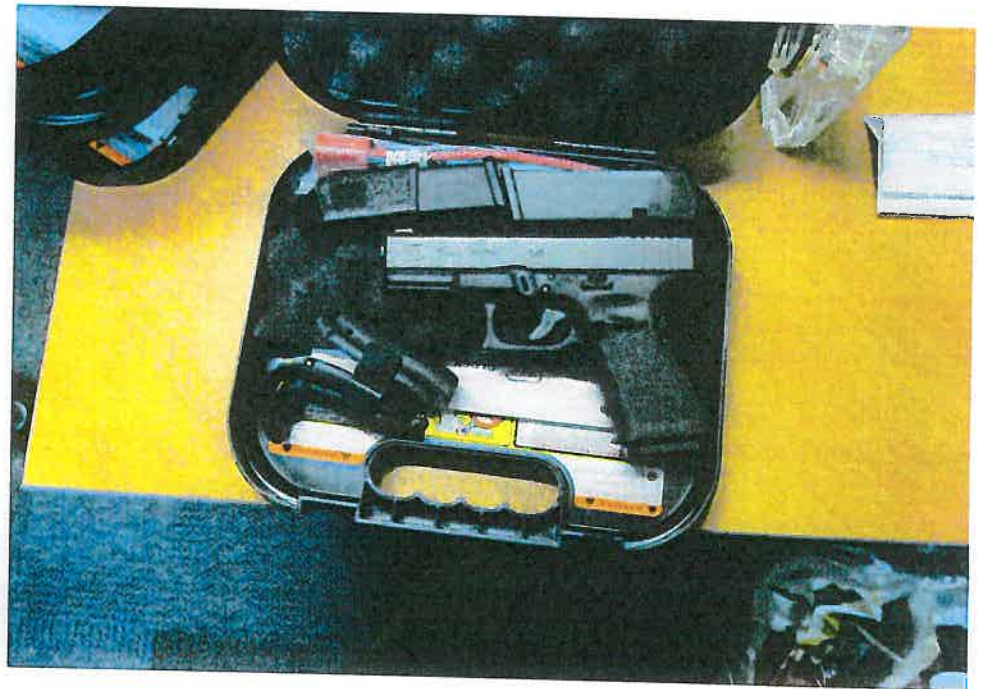
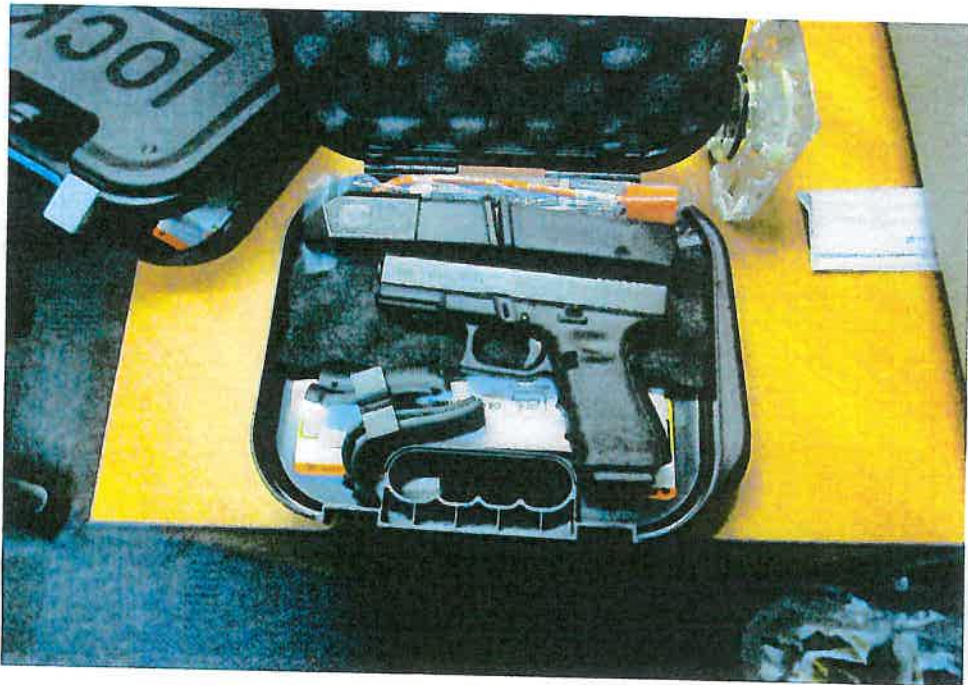






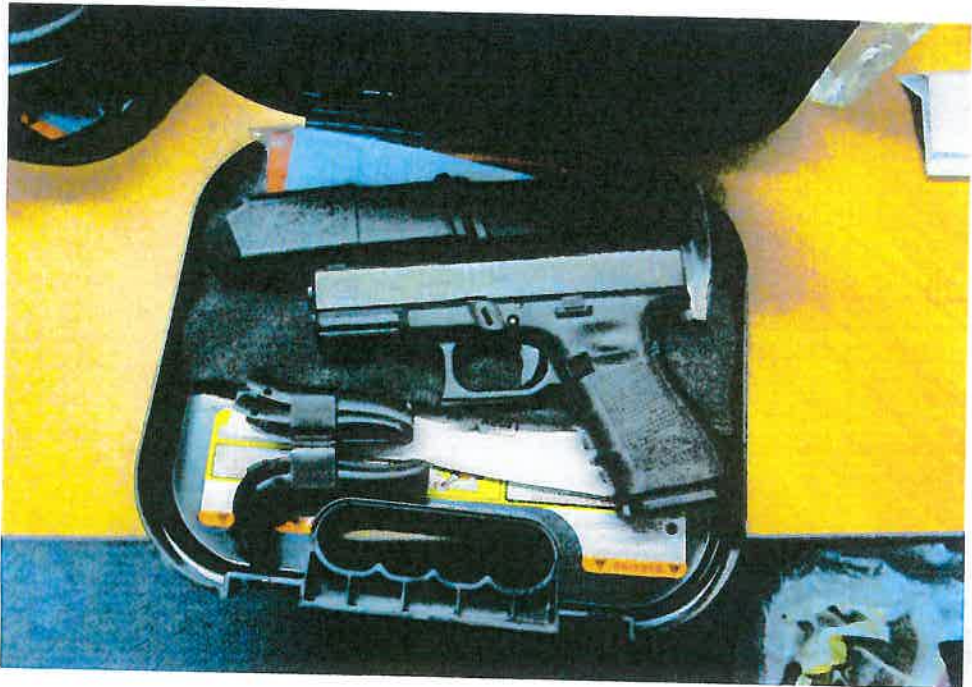


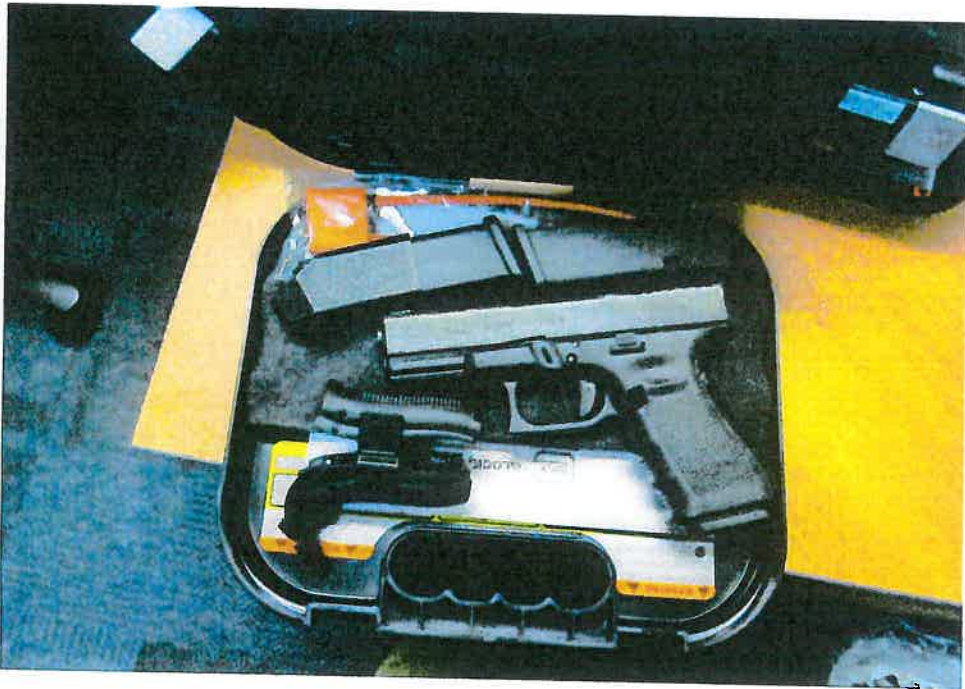


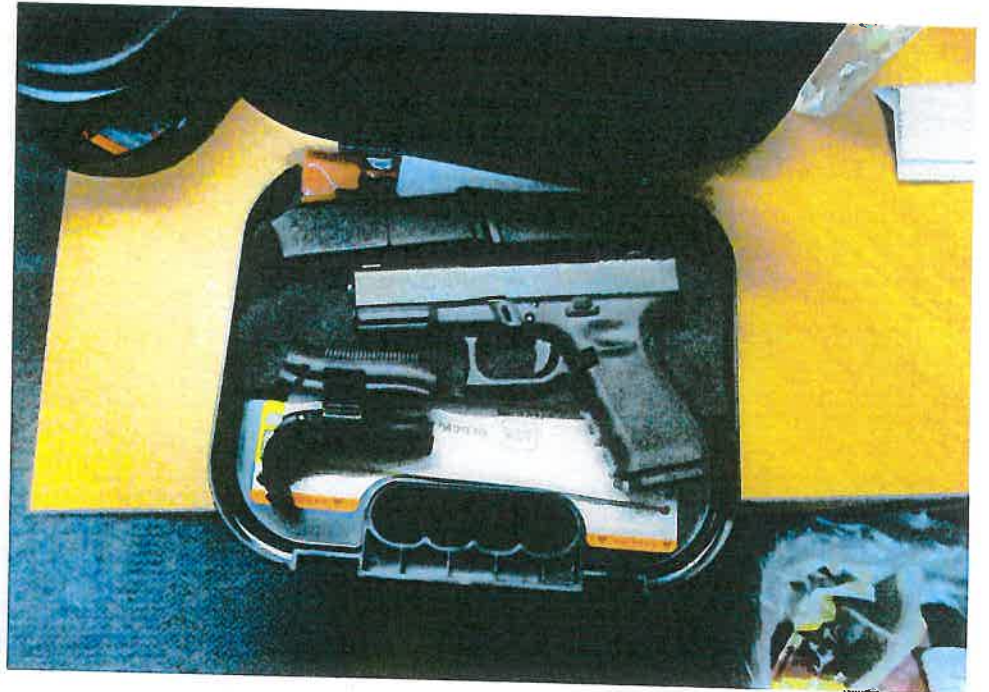
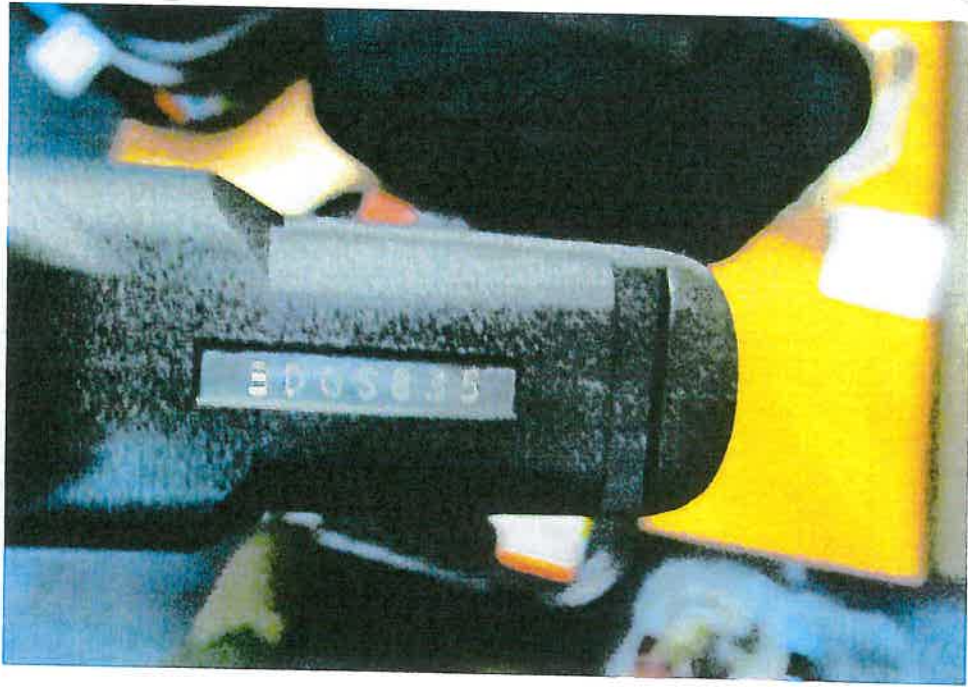






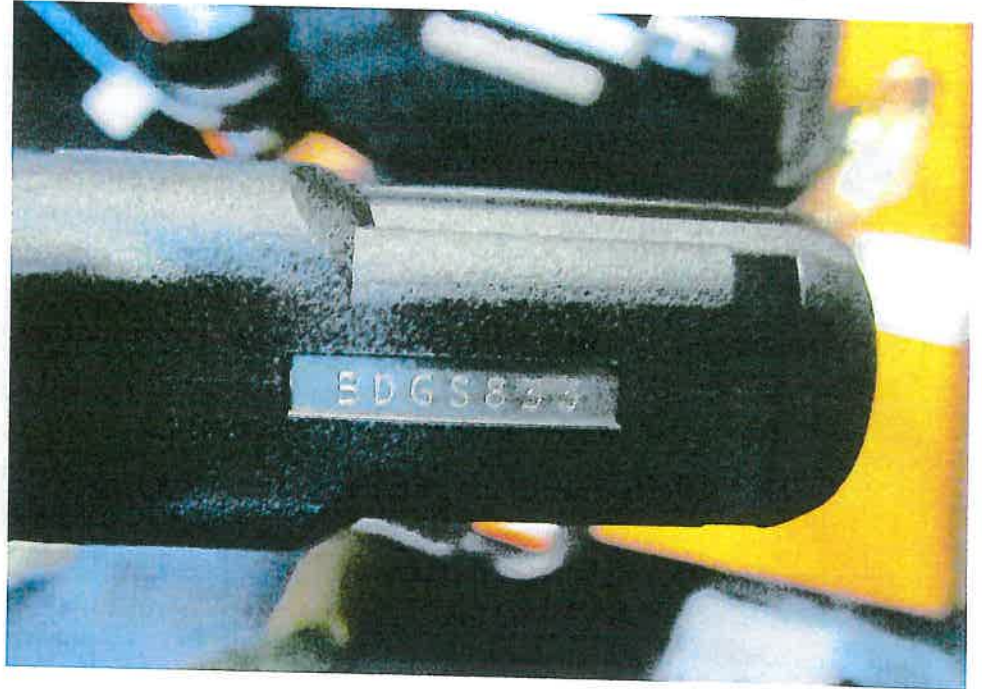
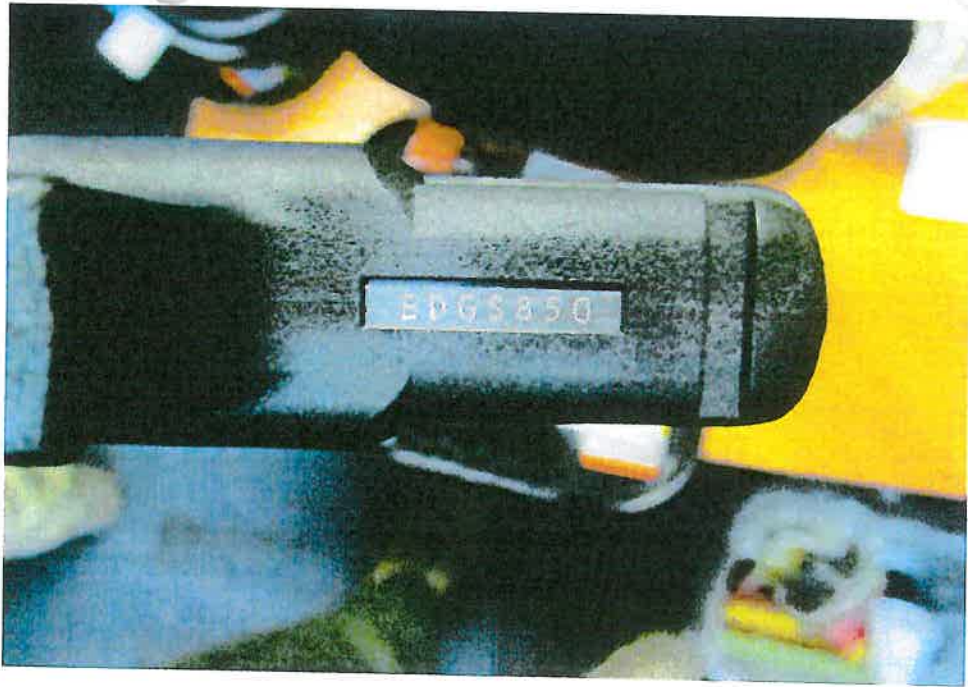








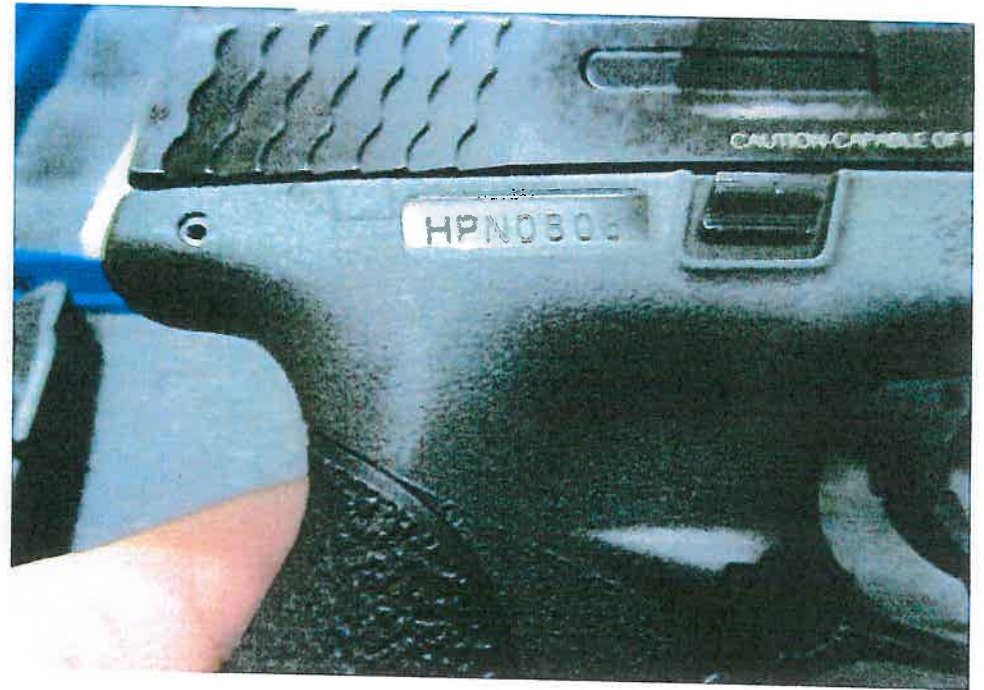




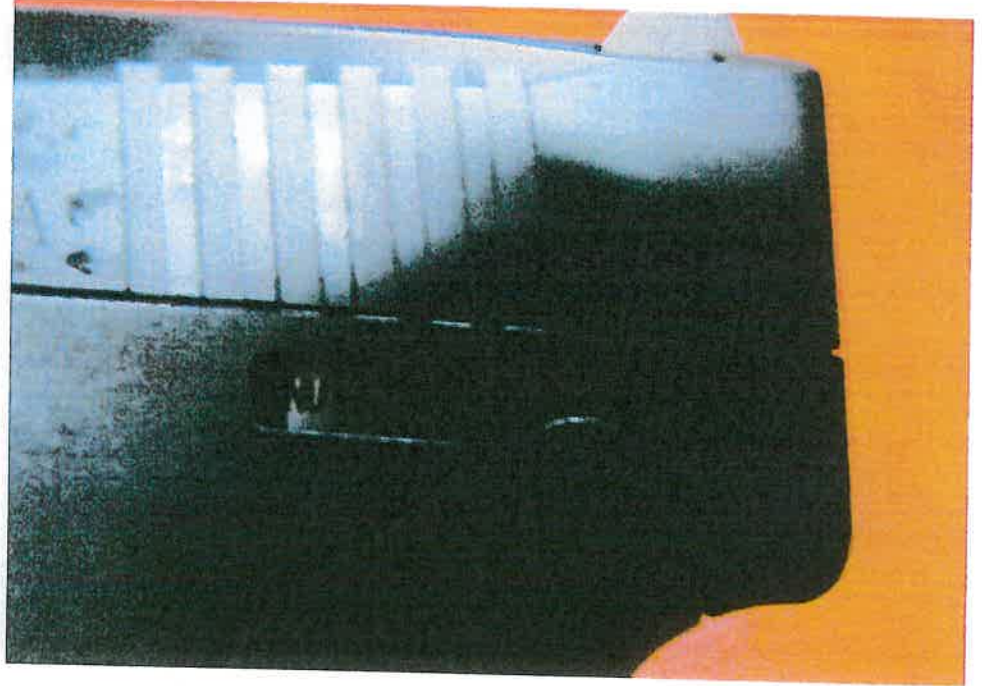








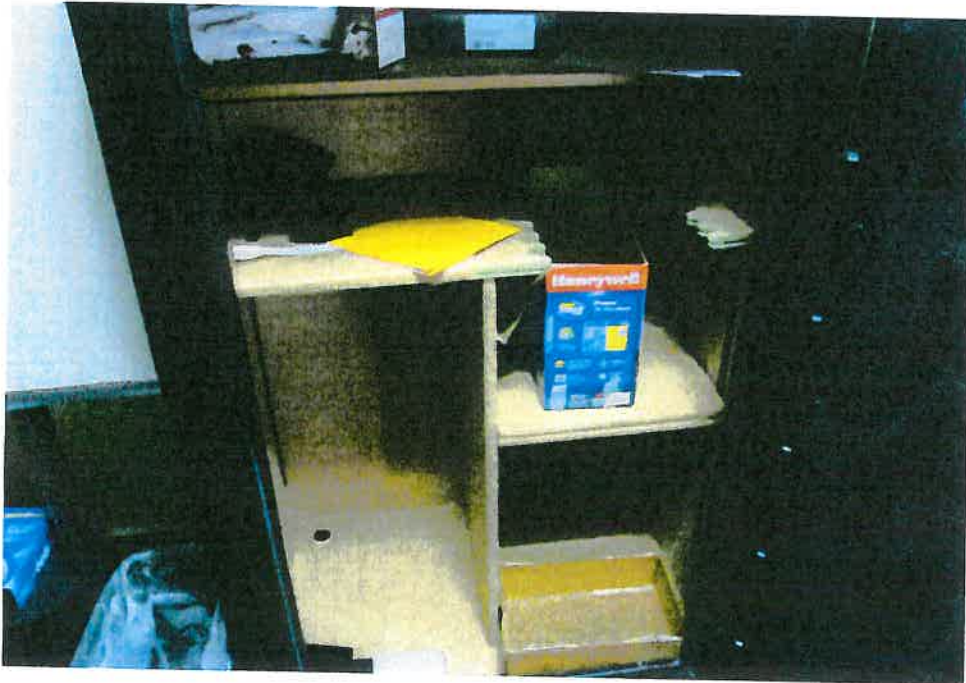














# Office of Inspector General

Date: December 16, 2016  
To: Chris Luebin, Inspector, Special Operations Unit  
From: Autumn Maya, Protective Services Administration

This memorandum is in response to your December 9, 2016 Firearms Audit request for information pertaining to the following:

- List of all security personnel for the past 18 months. Include title, rank, and contact number.
- Chart detailing location all of the security personnel are stationed throughout the state.
- Training records for all security personnel for the past 18 months.
- Firearms qualification scores - current and historical
- Firearms training rosters for the past 18 months
- Firearms inventory listing which weapons were issued to which employees
- Firearms, tactical, and use-of-force lesson plans
- Firearms & use-of-force policies
- Training policies
- List of firearms, tactical, & use-of-force instructors and documentation of their certifications - AZPOST and any others

Enclosed are ten documents responsive to your request. Some of these reports are duplicates of the information provided to you last week. I have also condensed several of the information topics for ease of review. Please refer to the index which provides further explanation.

As for the following topics, this information is not available or is incomplete. Reason being, does not apply or the information was not recorded. Please contact me if you have any questions or would like any additional information.

- Ammunition sign out sheets
- Service ammunition sign out sheets for the past 18 months
- AZPOST firearms certifications for all sworn security personnel
- Training records for all DES personnel authorized or known to carry a firearm while on duty at DES facilities, or away from DES facilities, but on DES business. This would include any time that a DES employee was on-the-clock, including lunch breaks, etc., regardless of position or rank.

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# Officer / Employee List With Phone Numbers

Officer Status

**Active**

Officers / Employees	ID No.	Gender	Division	Rank	Date Of Rank	Phone	2nd Phone	Date Of Birth	Age
Badilla, Sergio		Male	LOC 233	Security Officer					Unk
Baldriche, Arthur		Male	LOC 442	Security Officer					Unk
Bonadie, Carlyle		Male	LOC 154	Security Officer					Unk
Calkins, David		Male	LOC 233	Security Officer					Unk
Candelario, Gerardo		Male	LOC 513	Security Officer					Unk
Coburn, Stephen		Male	LOC 136	Security Officer					Unk
Correa, Manual		Male	LOC 021024033039060	Security Officer					Unk
Donnelly, James		Male	LOC 100	Security Officer					Unk
Duncan-Turner, Tamika		Female	LOC 001	Security Officer					Unk
Flores, David		Male	LOC 244	Security Officer					Unk
Gonzales, Vicente		Male	LOC 001	Security Officer					Unk
Hampton, Desiree		Female	LOC 021024033039060	Security Officer					Unk
Hill, John		Male	LOC 129	Security Officer					Unk
Ibrm, Johni		Male	LOC 182	Security Officer					Unk
Johnson, James		Male	LOC 021024033039060	Security Officer					Unk
Johnson, Jaron		Male	LOC 100	Security Officer					Unk
Jordan, Terrance		Male	LOC 193	Security Officer					Unk
Kelsh, Anthony		Male	ATPC-550	Security Officer					Unk
King, Gregory		Male	LOC 307	Security Officer					Unk
LaBounty, Gary		Male	LOC 336	Security Officer					Unk
Martinez, Fernando		Male	LOC 182	Security Officer					Unk
McCabe, Scott		Male	LOC 102	Security Officer					Unk
Reynolds, Marcia		Female	LOC 244	Security Officer					Unk
Roberts, Titus		Male	LOC 193	Security Officer					Unk
Robertson, Warren		Male	LOC 307	Security Officer	11/14/2016				Unk
Speck, Michael		Male	LOC 136	Security Officer			11/21/1980	36	
Thompson, Thomas		Male	LOC 513	Security Officer					Unk
Turner, Charles		Male	LOC 021024033039060	Security Officer					Unk

# Officer / Employee List With Phone Numbers

Officer Status

**Active**

Officers / Employees

**28 Active Officers / Employees**

ID No.

Gender

Division

Rank

Date  
Of Rank

Phone

2nd Phone

Date  
Of Birth

Age

Officer Status

**Former**

Officers / Employees

**1 Former Officers / Employees**

ID No.

Gender

Division

Rank

Date  
Of Rank

Phone

2nd Phone

Date  
Of Birth

Age

Cole, Jalen

Male

LOC 001

Security Officer

Unk

**29 Total Officers / Employees**

**16 Different Divisions**

**1 Different Ranks**

**Average Age: 36.0**

**Average Years With Dept: 0.0**

DES IOC #	ADDRESS	SECURITY OFFICER 2 POSITIONS	SECURITY OFFICER 3
PHOENIX - CENTRAL	1789 W. JEFFERSON, PHOENIX, AZ 85007		TAMIKA DUNCAN-TURNER
001	1789 W. JEFFERSON, PHOENIX, AZ 85007	(1) GONZALES (2) BONADIE (3) MARTINEZ	<del>BARTEL</del> ATCHERSON <del>JUAN GONZALES</del>
100	815 N. 18 TH STREET, PHOENIX, AZ 85006	(4) JOHNSON (5) DONNELLY (6) Mc CABE	
102	2455 S. 7 TH STREET, PHOENIX, AZ 85034		
135	8800 N. 22 ND AVENUE, PHOENIX, AZ 85021		
141	11420 N. 19 TH AVENUE, PHOENIX, AZ 85029	(1)	CHRISTOPHERSON
PHOENIX - WEST	290 E. La CANADA BLVD., AVONDALE, AZ 85323	(2)	CHARLES TURNER DE17860204
021 024 033 039 060	515 N. 51 ST AVENUE, PHOENIX, AZ 85043	(7) HAMPTON (8) CORREA (9) JOHNSON	HARWOOD
136	290 E. La CANADA BLVD., AVONDALE, AZ 85323	(10) COBURN	
182	4323 W. OLIVE AVE., GLENDALE, AZ 85302	(11) IBRM (12) SPECK	GAMBLE
145	8990 W. PEORIA AVENUE, PEORIA, AZ 85345	(3)	OKIN
101	6010 N. 57 TH DRIVE, GLENDALE, AZ 85301	(4) (5)	
154	<del>302 N. 4TH STREET, BUCKEYE, AZ 85326</del>		
147	3406 N 51 ST AVENUE, PHOENIX, AZ 85031	(6)	
PHOENIX - EAST	125 W. ELLIOT ROAD, CHANDLER, AZ		THOMAS THOMPSON
189	125 W. ELLIOT ROAD, CHANDLER, AZ	(13) JORDAN (14) ROBERTS	
105	5324 & 5328 E. WASHINGTON ST., PHOENIX, AZ	(7)	
129	120 W. 1 ST AVENUE, MESA, AZ 85210	(15) HILL	WALTON
513	1155 N. ARIZONA BLVD, COOLIDGE, AZ 85125	(16) CANDELARIO	
ATPC - 550	2800 N. HWY 87, COOLIDGE, AZ 85128 (ATPC)	(17) KELSH	
516, 519	11518 E. APACHE TRAIL, APACHE JUNCTION, AZ 85220		ORTIZ

POSITION NUMBERS IN RED WERE DUE TO START 12/05/2016; JOB OFFERS CANCELLED.  
 POSITION NUMBERS IN BLUE WERE IN PROGRESS TO INTERVIEW- INTERVIEWS WERE CANCELLED.  
 POSITION NUMBERS IN BOLD BLACK WERE REASSIGNMENTS EFFECTIVE 12/05/2016.



12/05/1

503	555 W. MAIN AVENUE, CASA GRANDE, AZ 85122		(8)	
<b>NORTHERN AZ</b>	<b>1701 N. 4TH STREET, FLAGSTAFF, AZ 86004</b>			
307	1701 N. 4TH STREET, FLAGSTAFF, AZ 86004	(18)	KING	25156 WARREN ROBERTSON
336	2500 E. COOLEY STREET, SHOW LOW, AZ 85901	(19)		<b>25251 MENA</b> <b>25252 RAMIREZ</b>
417	<del>2601 HIGHWAY 95, BULLHEAD CITY, AZ 86442</del>			
385 387	3262-3274 BOB DRIVE, PRESCOTT VALLEY, AZ 86314			25247 DAVIS 25248 BENSON
<b>SOUTHERN AZ</b>	<b>1455 S. ALVERNON WAY, TUCSON., AZ 85711</b>			25155 DAVID FLORES
244	1455 S. ALVERNON WAY, TUCSON., AZ 85711	(20)	BADILLA	<del>25173 LEDESMA-SOTO</del> <b>25186 SNYDER</b>
233	195 W. IRVINGTON RD., TUCSON, AZ 85714	(21)	CALKINS	
243	2850 E. VALENCIA RD., TUCSON, AZ 85706	(22)	REYNOLDS	
442	663 N. 1 ST AVENUE, SAN LUIS, AZ 85349	(23)	BALDRICH	
400	1185 S. REDONDO CENTER DR., YUMA, AZ 85365			25160 SUAREZ 25258 CULLEY
216	6740 S. TUCSON BLVD., TUCSON, AZ 85756			<b>25250 BEECHINOR</b>
634	<del>333 N 8TH AVENUE, SAFFORD, AZ 85546</del>			
			<b>(9)</b>	
		<b>TOTAL</b>	<b>50</b>	<b>TOTAL 5</b>

POSITION NUMBERS IN RED WERE DUE TO START 12/05/2016; JOB OFFERS CANCELLED.  
 POSITION NUMBERS IN BLUE WERE IN PROGRESS TO INTERVIEW- INTERVIEWS WERE CANCELLED.  
 POSITION NUMBERS IN BOLD BLACK WERE REASSIGNMENTS EFFECTIVE 12/05/2016.

# Training By Officer / Name Of Training



* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Badilla, Sergio</b>	LOC 233		Security Officer	43.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2.50	65
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1.50	63
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1.00	58
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4.00	5
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/28/2016	7/18/2016 - 10/30/2016	2.50	61
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/24/2016	9/18/2016 - 9/18/2016	4.00	55
Intro. to Protective Officer Authority, Responisbi	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6.00	49
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2.00	60
Use of Force	Use Of Force	PSO New Hire	Training Room	8/29/2016	7/18/2016 - 10/30/2016	20.00	68
<b>Total Class Hours:</b>	<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43.50</b>
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	6.50	Dept Required Hrs:	43.50
						State Required Hrs:	2.50

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Baldriche, Arthur</b>	LOC 442		Security Officer	45.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	9/7/2016	7/20/2016 - 10/30/2016	2.50	65
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	9/9/2016	7/20/2016 - 10/30/2016	1.50	63
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/9/2016	7/20/2016 - 10/30/2016	1.00	59
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/16/2016	9/16/2016 - 9/16/2016	4.00	10

# Training By Officer / Name Of Training



* - Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	
<b>Baldriche, Arthur</b>		LOC 442		Security Officer	45.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	9/15/2016	7/18/2016 - 10/30/2016	2.50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	9/16/2016	9/16/2016 - 9/16/2016	4.00	55	
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	9/12/2016	9/12/2016 - 9/12/2016	6.00	50	
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/15/2016	8/24/2016 - 10/30/2016	2.00	60	
Situational Awareness	Interpersonal	PSO New Hire	Not Listed	10/24/2016	7/20/2016 - 10/30/2016	2.00	64	
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/20/2016	9/20/2016 - 9/22/2016	20.00	56	
<b>Total Class Hours:</b>		<b>45.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>45.50</b>
<b>In-Service Hrs:</b>		<b>0.00</b>	<b>CALEA Hrs:</b>	<b>0.00</b>	<b>State Approved Hrs:</b>	<b>6.50</b>	<b>Dept Required Hrs:</b>	<b>45.50</b>
						<b>State Required Hrs:</b>	<b>2.50</b>	

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	
<b>Bonadie, Carlyle</b>		LOC 154		Security Officer	45.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	9/7/2016	7/20/2016 - 10/30/2016	2.50	65	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	9/9/2016	7/20/2016 - 10/30/2016	1.50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/9/2016	7/20/2016 - 10/30/2016	1.00	59	
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/16/2016	9/16/2016 - 9/16/2016	4.00	10	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	9/15/2016	7/18/2016 - 10/30/2016	2.50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	9/16/2016	9/16/2016 - 9/16/2016	4.00	55	
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	9/12/2016	9/12/2016 - 9/12/2016	6.00	50	
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/15/2016	8/24/2016 - 10/30/2016	2.00	60	

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.	
<b>Bonadie, Carlyle</b>			LOC 154	Security Officer	45.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
Situational Awareness	Interpersonal	PSO New Hire	Not Listed	10/24/2016	7/20/2016 - 10/30/2016	2.00	64		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/20/2016	9/20/2016 - 9/22/2016	20.00	56		
<b>Total Class Hours:</b>	<b>45.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>45.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	6.50	Dept Required Hrs:	45.50	State Required Hrs:	2.50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Calkins, David</b>			LOC 233	Security Officer	52.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Active Shooter	Active Shooter	PSO New Hire	Not Listed	10/26/2016	7/20/2016 - 10/30/2016	4.00	66	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	10/28/2016	7/20/2016 - 10/30/2016	2.50	65	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	10/20/2016	7/20/2016 - 10/30/2016	1.50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	10/20/2016	7/20/2016 - 10/30/2016	1.00	59	
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	10/27/2016	10/28/2016 - 10/28/2016	4.00	14	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	10/28/2016	7/18/2016 - 10/30/2016	2.50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	10/26/2016	9/16/2016 - 9/16/2016	4.00	55	
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	10/24/2016	10/24/2016 - 10/24/2016	6.00	51	
Radio Procedures	Dispatch	PSO New Hire	Training Room	10/24/2016	8/24/2016 - 10/30/2016	2.00	60	
Situational Awareness	Interpersonal	PSO New Hire	Not Listed	10/20/2016	7/20/2016 - 10/30/2016	2.00	64	
Trauma Care	First Aid/CPR	PSO New Hire	Not Listed	10/28/2016	12/12/2016 - 12/12/2016	3.00	67	
Use of Force	Use Of Force	PSO New Hire	Training Room	10/19/2016	7/18/2016 - 10/30/2016	20.00	68	

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.	
<b>Calkins, David</b>		LOC 233		Security Officer	52.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
<b>Total Class Hours:</b>	<b>52.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>52.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	9.50	Dept Required Hrs:	52.50	State Required Hrs:	2.50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Candelario, Gerardo</b>		LOC 513		Security Officer	52.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Active Shooter	Active Shooter	PSO New Hire	Not Listed	10/28/2016	7/20/2016 - 10/30/2016	4.00	66	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	10/28/2016	7/20/2016 - 10/30/2016	2.50	65	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	10/20/2016	7/20/2016 - 10/30/2016	1.50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	10/20/2016	7/20/2016 - 10/30/2016	1.00	59	
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	10/28/2016	10/28/2016 - 10/28/2016	4.00	14	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	10/27/2016	7/18/2016 - 10/30/2016	2.50	81	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	10/27/2016	8/24/2016 - 8/24/2016	4.00	54	
Intro. to Protective Officer Authority, Responisbl	Basic Recruit	PSO New Hire	Training Room	10/24/2016	10/24/2016 - 10/24/2016	6.00	51	
Radio Procedures	Dispatch	PSO New Hire	Training Room	10/24/2016	8/24/2016 - 10/30/2016	2.00	60	
Situational Awareness	Interpersonal	PSO New Hire	Not Listed	10/27/2016	7/20/2016 - 10/30/2016	2.00	64	
Trauma Care	First Aid/CPR	PSO New Hire	Not Listed	10/27/2016	12/12/2016 - 12/12/2016	3.00	67	
Use of Force	Use Of Force	PSO New Hire	Training Room	10/19/2016	7/18/2016 - 10/30/2016	20.00	68	

# Training By Officer / Name Of Training



* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Candelario, Gerardo</b>		LOC 513	Security Officer	52.50	\$0.00		
Name Of Training		Type Of Training	Category	Location	Attended	Training Dates	
<b>Total Class Hours: 52.50</b>		<b>Total Overtime Hours: 0.00</b>	<b>Total Other Hours: 0.00</b>	<b>Total Training Hours: 52.50</b>			
In-Service Hrs: 0.00	CALEA Hrs: 0.00	State Approved Hrs: 9.50	Dept Required Hrs: 52.50	State Required Hrs: 2.50			

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Coburn, Stephen</b>		LOC 136	Security Officer	43.50	\$0.00		
Name Of Training		Type Of Training	Category	Location	Attended	Training Dates	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2.50	65
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1.50	63
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	8/31/2016	7/20/2016 - 10/30/2016	1.00	59
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4.00	5
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/28/2016	7/18/2016 - 10/30/2016	2.50	61
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/24/2016	9/16/2016 - 9/16/2016	4.00	55
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6.00	49
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2.00	60
Use of Force	Use Of Force	PSO New Hire	Training Room	9/2/2016	7/18/2016 - 10/30/2016	20.00	68
<b>Total Class Hours: 43.50</b>		<b>Total Overtime Hours: 0.00</b>	<b>Total Other Hours: 0.00</b>	<b>Total Training Hours: 43.50</b>			
In-Service Hrs: 0.00	CALEA Hrs: 0.00	State Approved Hrs: 6.50	Dept Required Hrs: 43.50	State Required Hrs: 2.50			

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours Trk No.		
<b>Correa, Manual</b>		LOC 0210240330390		Security Officer	47.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2.50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1.50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1.00	58		
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4.00	5		
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/9/2016	9/9/2016 - 9/9/2016	4.00	9		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/28/2016	7/18/2016 - 10/30/2016	2.50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/24/2016	9/16/2016 - 9/16/2016	4.00	55		
Intro. to Protective Officer Authority, Responisbi	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6.00	49		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2.00	60		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20.00	57		
<b>Total Class Hours:</b>		<b>47.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours: 47.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	10.50	Dept Required Hrs:	47.50	State Required Hrs:	2.50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours Trk No.	
<b>Donnelly, James</b>		LOC 100		Security Officer	52.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
Active Shooter	Active Shooter	PSO New Hire	Not Listed	10/28/2016	7/20/2016 - 10/30/2016	4.00	66	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	10/28/2016	7/20/2016 - 10/30/2016	2.50	65	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	10/20/2016	7/20/2016 - 10/30/2016	1.50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	10/20/2016	7/20/2016 - 10/30/2016	1.00	59	

# Training By Officer / Name Of Training



* - Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		
<b>Donnelly, James</b>		LOC 100		Security Officer	52.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	10/28/2016	10/28/2016 - 10/28/2016	4.00	14		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	10/28/2016	7/18/2016 - 10/30/2016	2.50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	10/28/2016	9/16/2016 - 9/16/2016	4.00	55		
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	10/24/2016	10/24/2016 - 10/24/2016	6.00	51		
Radio Procedures	Dispatch	PSO New Hire	Training Room	10/24/2016	8/24/2016 - 10/30/2016	2.00	80		
Situational Awareness	Interpersonal	PSO New Hire	Not Listed	9/8/2016	7/20/2016 - 10/30/2016	2.00	84		
Trauma Care	First Aid/CPR	PSO New Hire	Not Listed	10/27/2016	12/12/2016 - 12/12/2016	3.00	67		
Use of Force	Use Of Force	PSO New Hire	Training Room	9/1/2016	7/18/2016 - 10/30/2016	20.00	88		
<b>Total Class Hours:</b>		<b>52.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>52.50</b>	
<b>In-Service Hrs:</b>	0.00	<b>CALEA Hrs:</b>	0.00	<b>State Approved Hrs:</b>	9.50	<b>Dept Required Hrs:</b>	52.50	<b>State Required Hrs:</b>	2.50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	
<b>Duncan-Turner, Tamika</b>		LOC 001		Security Officer	38.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	7/21/2016	7/20/2016 - 10/30/2016	2.50	65	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	7/22/2016	7/20/2016 - 10/30/2016	1.50	63	
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	7/29/2016	7/29/2016 - 7/29/2016	4.00	12	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	7/28/2016	7/18/2016 - 10/30/2016	2.50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	7/27/2016	9/16/2016 - 9/16/2016	4.00	55	
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	7/22/2016	7/29/2016 - 7/29/2016	4.00	48	



# Training By Officer / Name Of Training



* - Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.	
<b>Duncan-Turner, Tamika</b>		LOC 001		Security Officer	38.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
Use of Force	Use Of Force	PSO New Hire	Training Room	7/18/2016	7/18/2016 - 10/30/2016	20.00	68		
<b>Total Class Hours:</b>	<b>40.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>38.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	5.50	Dept Required Hrs:	38.50	State Required Hrs:	1.50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Flores, David</b>		LOC 244		Security Officer	53.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Active Shooter	Active Shooter	PSO New Hire	Not Listed	10/26/2016	7/20/2016 - 10/30/2016	4.00	68	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	10/28/2016	7/20/2016 - 10/30/2016	2.50	65	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	10/20/2016	7/20/2016 - 10/30/2016	1.50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	10/20/2016	7/20/2016 - 10/30/2016	1.00	59	
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	10/28/2016	10/28/2016 - 10/28/2016	4.00	14	
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	11/4/2016	11/4/2016 - 11/4/2016	4.00	15	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	10/28/2016	7/18/2016 - 10/30/2016	2.50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	10/26/2016	9/16/2016 - 9/16/2016	4.00	55	
Intro. to Protective Officer Authority, Responisbi	Basic Recruit	PSO New Hire	Training Room	10/24/2016	10/24/2016 - 10/24/2016	6.00	51	
Radio Procedures	Dispatch	PSO New Hire	Training Room	10/24/2016	8/24/2016 - 10/30/2016	2.00	60	
Situational Awareness	Interpersonal	PSO New Hire	Not Listed	9/6/2016	7/20/2016 - 10/30/2016	2.00	64	
Use of Force	Use Of Force	PSO New Hire	Training Room	9/1/2016	7/18/2016 - 10/30/2016	20.00	68	

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.	
<b>Flores, David</b>			LOC 244	Security Officer	53.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
<b>Total Class Hours:</b>	<b>53.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>53.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	10.50	Dept Required Hrs:	53.50	State Required Hrs:	2.50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.	
<b>Gonzales, Vicente</b>			LOC 001	Security Officer	38.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	7/21/2016	7/20/2016 - 10/30/2016	2.50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	7/22/2016	7/20/2016 - 10/30/2016	1.50	63		
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	7/29/2016	7/29/2016 - 7/29/2016	4.00	12		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	7/26/2016	7/18/2016 - 10/30/2016	2.50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	7/27/2016	9/16/2016 - 9/16/2016	4.00	55		
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	7/22/2016	7/29/2016 - 7/29/2016	4.00	48		
Use of Force	Use Of Force	PSO New Hire	Training Room	7/18/2016	7/18/2016 - 10/30/2016	20.00	68		
<b>Total Class Hours:</b>	<b>40.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>38.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	5.50	Dept Required Hrs:	38.50	State Required Hrs:	1.50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Hampton, Desiree</b>			LOC 0210240330390	Security Officer	43.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2.50	65	

# Training By Officer / Name Of Training



* - Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Hampton, Desiree</b>	LOC 0210240330390		Security Officer	43.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1.50	63
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1.00	58
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4.00	5
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/28/2016	7/18/2016 - 10/30/2016	2.50	61
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/24/2016	9/16/2016 - 9/16/2016	4.00	55
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	7/19/2016	8/29/2016 - 8/29/2016	6.00	49
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2.00	60
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20.00	57
<b>Total Class Hours:</b>	<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43.50</b>
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	6.50	Dept Required Hrs:	43.50
						State Required Hrs:	2.50

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Hill, John</b>	LOC 129		Security Officer	43.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2.50	65
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1.50	63
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1.00	58
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4.00	5
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/30/2016	7/18/2016 - 10/30/2016	2.50	61
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/31/2016	8/24/2016 - 8/24/2016	4.00	54

# Training By Officer / Name Of Training



* - Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		
<b>Hill, John</b>		LOC 129		Security Officer	43.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6.00	49		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2.00	60		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20.00	57		
<b>Total Class Hours:</b>	<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	6.50	Dept Required Hrs:	43.50	State Required Hrs:	2.50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	
<b>Ibrm, Johni</b>		LOC 182		Security Officer	43.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2.50	65	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1.50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1.00	58	
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4.00	5	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/30/2016	7/18/2016 - 10/30/2016	2.50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/24/2016	9/16/2016 - 9/16/2016	4.00	55	
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6.00	49	
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2.00	60	
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20.00	57	

# Training By Officer / Name Of Training



* - Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.	
<b>Ibrm, Johni</b>			LOC 182	Security Officer	43.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
<b>Total Class Hours:</b>	<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	6.50	Dept Required Hrs:	43.50	State Required Hrs:	2.50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.	
<b>Johnson, James</b>		#172297	LOC 0210240330390	Security Officer	38.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	7/21/2016	7/20/2016 - 10/30/2016	2.50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	7/22/2016	7/20/2016 - 10/30/2016	1.50	63		
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	7/29/2016	7/29/2016 - 7/29/2016	4.00	12		
Intro to Basic Operations	Basic Recruit	PSO New Hire	Training Room	7/28/2016	7/26/2016 - 7/26/2016	2.50	72		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	7/27/2016	9/16/2016 - 9/16/2016	4.00	55		
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	7/22/2016	7/29/2016 - 7/29/2016	4.00	48		
Use of Force	Use Of Force	PSO New Hire	Training Room	7/18/2016	7/18/2016 - 10/30/2016	20.00	68		
<b>Total Class Hours:</b>	<b>40.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>38.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	5.50	Dept Required Hrs:	38.50	State Required Hrs:	1.50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Johnson, Jaron</b>			LOC 100	Security Officer	43.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2.50	65	

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training	
<b>Johnson, Jaron</b>		<b>LOC 100</b>		<b>Security Officer</b>	<b>43.50</b>	<b>\$0.00</b>	<b>Hours</b>	<b>Trk No.</b>
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1.50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	8/31/2016	7/20/2016 - 10/30/2016	1.00	59	
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4.00	5	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/30/2016	7/18/2016 - 10/30/2016	2.50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/29/2016	9/16/2016 - 9/16/2016	4.00	55	
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	9/2/2016	8/29/2016 - 8/29/2016	6.00	49	
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2.00	60	
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20.00	57	
<b>Total Class Hours:</b>	<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43.50</b>	
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	6.50	Dept Required Hrs:	43.50	
						State Required Hrs:	2.50	

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training	
<b>Jordan, Terrance</b>		<b>LOC 193</b>		<b>Security Officer</b>	<b>43.50</b>	<b>\$0.00</b>	<b>Hours</b>	<b>Trk No.</b>
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	9/7/2016	7/20/2016 - 10/30/2016	2.50	65	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	9/9/2016	7/20/2016 - 10/30/2016	1.50	63	
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	7/20/2016	7/20/2016 - 10/30/2016	1.00	59	
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/16/2016	9/16/2016 - 9/16/2016	4.00	10	
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	9/18/2016	7/18/2016 - 10/30/2016	2.50	61	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	9/16/2016	9/18/2016 - 9/16/2016	4.00	55	

# Training By Officer / Name Of Training



Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Jordan, Terrance</b>	LOC 193		Security Officer	43.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	9/12/2016	9/12/2016 - 9/12/2016	6.00	50
Radio Procedures	Dispatch	PSO New Hire	Training Room	8/24/2016	8/24/2016 - 10/30/2016	2.00	60
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/20/2016	9/20/2016 - 9/22/2016	20.00	56
<b>Total Class Hours:</b>	<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43.50</b>
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	6.50	Dept Required Hrs:	43.50
						State Required Hrs:	2.50

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Kelsh, Anthony</b>	ATPC-550		Security Officer	43.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2.50	65
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1.50	63
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1.00	58
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4.00	5
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/30/2016	7/18/2016 - 10/30/2016	2.50	61
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/24/2016	9/16/2016 - 9/16/2016	4.00	55
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6.00	49
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2.00	60
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20.00	57

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.	
<b>Kelsh, Anthony</b>		ATPC-550		Security Officer	43.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
<b>Total Class Hours:</b>	<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	6.50	Dept Required Hrs:	43.50	State Required Hrs:	2.50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.	
<b>King, Gregory</b>		LOC 307		Security Officer	43.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	9/5/2016	7/20/2016 - 10/30/2016	2.50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	9/5/2016	7/20/2016 - 10/30/2016	1.50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1.00	58		
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4.00	5		
Intro to Basic Operations	Basic Recruit	PSO New Hire	Training Room	9/1/2016	12/13/2016 - 12/13/2016	2.50	68		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/31/2016	8/24/2016 - 8/24/2016	4.00	54		
Intro. to Protective Officer Authority, Responisbi	Basic Recruit	Not Listed	Training Room	8/29/2016	9/7/2016 - 9/7/2016	6.00	70		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2.00	60		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20.00	57		
<b>Total Class Hours:</b>	<b>40.00</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	6.50	Dept Required Hrs:	43.50	State Required Hrs:	2.50



# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		Trk No.
<b>LaBounty, Gary</b>		LOC 336		Security Officer	45.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2.50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1.50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1.00	58		
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4.00	5		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/30/2016	7/18/2016 - 10/30/2016	2.50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/24/2016	9/16/2016 - 9/16/2016	4.00	55		
Intro. to Protective Officer Authority, Responisbi	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6.00	49		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2.00	60		
Situational Awareness	Interpersonal	PSO New Hire	Not Listed	9/2/2016	7/20/2016 - 10/30/2016	2.00	64		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20.00	57		
<b>Total Class Hours:</b>		<b>45.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>45.50</b>	
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	6.50	Dept Required Hrs:	45.50	State Required Hrs:	2.50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		Trk No.
<b>Martinez, Fernando</b>		LOC 182		Security Officer	43.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2.50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1.50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1.00	58		
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4.00	5		

# Training By Officer / Name Of Training



* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Martinez, Fernando</b>	LOC 182		Security Officer	43.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/28/2016	7/18/2016 - 10/30/2016	2.50	61
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/31/2016	8/24/2016 - 8/24/2016	4.00	54
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6.00	49
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2.00	60
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20.00	57
<b>Total Class Hours:</b>	<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43.50</b>
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	6.50	Dept Required Hrs:	43.50
						State Required Hrs:	2.50

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>McCabe, Scott</b>	LOC 102		Security Officer	43.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2.50	65
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1.50	63
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1.00	58
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4.00	5
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/28/2016	7/18/2016 - 10/30/2016	2.50	61
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/31/2016	8/24/2016 - 8/24/2016	4.00	54
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6.00	49
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2.00	60
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20.00	57

# Training By Officer / Name Of Training



* - Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.	
<b>McCabe, Scott</b>			LOC 102	Security Officer	43.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
<b>Total Class Hours:</b>	<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	6.50	Dept Required Hrs:	43.50	State Required Hrs:	2.50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.	
<b>Reynolds, Marcia</b>			LOC 244	Security Officer	43.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2.50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1.50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1.00	58		
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4.00	5		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/28/2016	7/18/2016 - 10/30/2016	2.50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/31/2016	8/24/2016 - 8/24/2016	4.00	54		
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6.00	49		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2.00	60		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20.00	57		
<b>Total Class Hours:</b>	<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	6.50	Dept Required Hrs:	43.50	State Required Hrs:	2.50

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		Trk No.
<b>Roberts, Titus</b>		LOC 193		Security Officer	49.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Active Shooter	Active Shooter	PSO New Hire	Not Listed	9/20/2016	7/20/2016 - 10/30/2016	4.00	66		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	9/7/2016	7/20/2016 - 10/30/2016	2.50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	9/8/2016	7/20/2016 - 10/30/2016	1.50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/9/2016	7/20/2016 - 10/30/2016	1.00	59		
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/16/2016	9/16/2016 - 9/16/2016	4.00	10		
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	11/18/2016	11/18/2016 - 11/18/2016	4.00	27		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	9/18/2016	7/18/2016 - 10/30/2016	2.50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	9/15/2016	8/24/2016 - 8/24/2016	4.00	54		
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	9/12/2016	9/12/2016 - 9/12/2016	6.00	50		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/20/2016	9/20/2016 - 9/22/2016	20.00	56		
<b>Total Class Hours:</b>	<b>49.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>49.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	10.50	Dept Required Hrs:	49.50	State Required Hrs:	2.50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		Trk No.
<b>Robertson, Warren</b>		LOC 307		Security Officer	21.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	11/16/2016	7/20/2016 - 10/30/2016	1.50	63		
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	11/18/2016	11/18/2016 - 11/18/2016	4.00	27		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	11/15/2016	9/16/2016 - 9/16/2016	4.00	55		
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	11/16/2016	10/24/2016 - 10/24/2016	6.00	51		

# Training By Officer / Name Of Training



* - Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		Trk No.
<b>Robertson, Warren</b>		LOC 307		Security Officer	21.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Radio Procedures	Dispatch	PSO New Hire	Training Room	11/17/2018	8/24/2016 - 10/30/2016	2.00	60		
Use of Force	Use Of Force	PSO New Hire	Not Listed	12/15/2016	9/20/2016 - 9/22/2016	4.00	58		
<b>Total Class Hours:</b>	<b>37.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>21.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	5.50	Dept Required Hrs:	21.50	State Required Hrs:	1.50

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		Trk No.
<b>Speck, Michael</b>		LOC 136		Security Officer	43.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2.50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1.50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1.00	58		
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4.00	5		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/30/2016	7/18/2016 - 10/30/2016	2.50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/31/2016	8/24/2016 - 8/24/2016	4.00	54		
Intro. to Protective Officer Authority, Responsibl	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6.00	49		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2.00	60		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	26.00	57		
<b>Total Class Hours:</b>	<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	6.50	Dept Required Hrs:	43.50	State Required Hrs:	2.50

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.	
<b>Thompson, Thomas</b>		LOC 513		Security Officer	43.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	8/30/2016	7/20/2016 - 10/30/2016	2.50	65		
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	8/31/2016	7/20/2016 - 10/30/2016	1.50	63		
DES Security Plan	Emergency Preparedness	PSO New Hire	Training Room	9/7/2016	7/20/2016 - 7/20/2016	1.00	58		
Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	9/2/2016	9/2/2016 - 9/2/2016	4.00	5		
Intro to Basic Operations	General Orders	PSO New Hire	Training Room	8/30/2016	7/18/2016 - 10/30/2016	2.50	61		
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	8/31/2016	8/24/2016 - 8/24/2016	4.00	54		
Intro. to Protective Officer Authority, Responisbi	Basic Recruit	PSO New Hire	Training Room	8/29/2016	8/29/2016 - 8/29/2016	6.00	49		
Radio Procedures	Dispatch	PSO New Hire	Training Room	9/7/2016	8/24/2016 - 10/30/2016	2.00	60		
Use of Force	Use Of Force	PSO New Hire	Not Listed	9/2/2016	9/7/2016 - 9/8/2016	20.00	57		
<b>Total Class Hours:</b>		<b>43.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43.50</b>	
<b>In-Service Hrs:</b>	<b>0.00</b>	<b>CALEA Hrs:</b>	<b>0.00</b>	<b>State Approved Hrs:</b>	<b>6.50</b>	<b>Dept Required Hrs:</b>	<b>43.50</b>	<b>State Required Hrs:</b>	<b>2.50</b>

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Turner, Charles</b>		LOC 0210240330390		Security Officer	38.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
Best Practices When Dealing w/People	Interpersonal	PSO New Hire	Not Listed	7/21/2016	7/20/2016 - 10/30/2016	2.50	65	
DES Mandatory Training & UIR's	Department Policies	PSO New Hire	Not Listed	7/22/2016	7/20/2016 - 10/30/2016	1.50	63	
* Firearms Qualification	Firearms	Firearms Qualification	Ben Avery	7/29/2016	7/29/2016 - 7/29/2016	4.00	12	
Intro to Basic Operations	Basic Recruit	PSO New Hire	Training Room	7/26/2016	7/26/2016 - 7/26/2016	2.50	72	
Intro to Criminal Law, Civil & Search, Seizure	Criminal Laws	PSO New Hire	Training Room	7/27/2016	9/16/2016 - 9/16/2016	4.00	55	

# Training By Officer / Name Of Training



* - Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Turner, Charles</b>	LOC 0210240330390		Security Officer	38.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Intro. to Protective Officer Authority, Responsibi	Basic Recruit	PSO New Hire	Training Room	7/22/2016	7/29/2016 - 7/29/2016	4.00	48
Use of Force	Use Of Force	PSO New Hire	Not Listed	7/18/2016	8/20/2016 - 9/22/2016	20.00	56
<b>Total Class Hours:</b>	<b>40.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>38.50</b>
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	5.50	Dept Required Hrs:	38.50
						State Required Hrs:	1.50

28	Different Officers Listed	<b>Total Class Hours:</b>	1,249.50	<b>Total Officer Training Hours:</b>	1,229.00
28	Different Training Classes	<b>Total Other Hours:</b>	0.00	<b>Total Overtime Hours:</b>	0.00
<b>In-Service Hrs:</b>	0.00	<b>CALEA Hrs:</b>	0.00	<b>State Approved Hrs:</b>	198.00
				<b>Dept Required Hrs:</b>	1,229.00
				<b>State Required Hrs:</b>	65.00

## Officer / Employee List With Phone Numbers

Officer Status

**Active**

Officers / Employees	ID No.	Gender	Division	Rank	Date Of Rank	Phone	2nd Phone	Date Of Birth	Age
Babros, Kristopher		Male	Special Investigatio	Sergeant					Unk
Buhrow, Lauren		Female	Special Operations	Assistant Chief					Unk
Contreras, Carlos		Male	Protective Services	Sergeant					Unk
Corey, James		Male	Special Investigatio	Assistant Chief					Unk
Cuellar, Paul		Male	Special Investigatio	Sergeant				10/10/1968	48
Dimbat, Charles		Male	Special Operations	Sergeant					Unk
Doucet, Dale		Male	Internal Affairs	Sergeant					Unk
Foldesh, Bill		Male	Special Operations	Sergeant					Unk
Howe, Lynn		Female	Special Investigatio	Sergeant					Unk
Nejo, Reynolds		Male	Protective Services	Lieutenant					Unk
Olney, Jon		Male	Special Investigatio	Sergeant					Unk
Roberts, Mark		Male	Protective Services	Sergeant				5/6/1968	48
Salas, Damas		Male	Special Operations	Sergeant					Unk
Truett, Tim		Male	Internal Affairs	Sergeant					Unk
<b>14 Active Officers / Employees</b>									

Officer Status

**Former**

Officers / Employees	ID No.	Gender	Division	Rank	Date Of Rank	Phone	2nd Phone	Date Of Birth	Age
Loftus, Charles		Male	Administration	Chief				12/29/1960	55
Roberson, Jackie		Female	Special Investigatio	Assistant Chief					Unk
Strabala, Cecilia		Female	Special Investigatio	Sergeant					Unk
<b>3 Former Officers / Employees</b>									

17 Total Officers / Employees	5 Different Divisions	4 Different Ranks	Average Age: 50.3	Average Years With Dept: 5.6
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[SEARCH AGAIN](#) [MAIN MENU](#)

ARIZONA PEACE OFFICER STANDARDS AND TRAINING BOARD  
AGENCY ROSTER

AGENCY: AZ Department of Economic Security - OSI LIST GENERATED: 11/29/2016 11:06:16 AM  
*(for best results print this page in landscape layout)*

POST ID	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	YOB	APT DATE	SEP DATE	RANK	CERT TYPE
	BABROS	KRISTOPHER				07-28-2014		LEVEL 4 (SGT)	FA
	BUHROW	LAUREN				06-13-2016		LEVEL 2 (Command)	FA
	CONTRERAS	CARLOS				02-29-2016		LEVEL 4 (SGT)	FA
	COREY	JAMES				03-31-2014		LEVEL 2 (Command)	FA
	CUELLAR	PAUL				10-13-2016		LEVEL 4 (SGT)	FA
	DIMBAT	CHARLES				09-02-2010		LEVEL 4 (SGT)	FA
	DOUCET	DALE				10-24-2015		LEVEL 4 (SGT)	FA
	FOLDESH	WILLIAM				03-03-2003		LEVEL 4 (SGT)	FA
	HOWE	LYNN				06-20-2016		LEVEL 4 (SGT)	FA
	LOFTUS	CHARLES				02-29-2016		LEVEL 1 (Chief)	FA
	NEJO	REYNOLDS				06-27-2016		LEVEL 5R (Resv Officer)	FA
	OLNEY	JON				09-16-2016		LEVEL 4 (SGT)	FA
	ROBERTS	MARK				05-07-2016		LEVEL 4 (SGT)	FA
	SALAS	DAMAS				02-29-2016		LEVEL 4 (SGT)	FA
	TRUETT	TIMOTHY				10-24-2015		LEVEL 4 (SGT)	FA

NEW SEARCH

INTERACTIVE RECORD (**INTERNAL USE ONLY**)

PEOPLE OPTIONS

MAIN MENU

CERTIFICATION STATUS: ACTIVE

Record Generated: 12/14/2016 8:26:41 AM  
AZ POST INDIVIDUAL RECORD ID:

Officer Name	Social Security Number	Date of Birth	Sex
<u>BABROS, KRISTOPHER</u>			M
No SC Name Change Forms since 06/15/2016			

Appointment Status	Last Certification	Last Training Category	Auto-Lapse Date
APPOINTED	FULL AUTHORITY PEACE OFFICER	WAIVER BASIC	N/A

Instructor Status	Is Specialist	Instructor Notes	Recognition Date
NOT INSTRUCTOR	NO		

Arizona POST Case History

NO / NONE
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Arizona POST Audit History

Audit ID	Appointment	Audit Type	Audit Date	Audit By	Current Status
125220	AZ Department of Economic Security - OSI	Training	01-21-2016		Complete - Meets Standards
54803	AZ Department of Economic Security - OSI	Training	04-13-2015		Complete - Meets Standards
39448	AZ Department of Economic Security - OSI	New Hire	10-01-2014		Complete - Meets Standards

Appointment History

Apt ID	Agency ORI	Agency Name	Appointment Date	Separation Date	Separation Type	Rank	Certification Type	Has Comments	Created On	TM Processed On
70192		AZ Department of Economic Security - OSI	07-28-2014		Active	LEVEL 4 (SGT)	FA	NO	9/25/2014 7:26:36 AM	

Academy Training History

Acad ID	Class ID	Location	Type	Class Start	Class End	Class Hours	Graduated
3920	2014-974	WAIVER TEST	WAIVER BASIC	07-28-2014	11-06-2014	0	YES

Instructor Training

NO / NONE

**E-Forms History**

A1

SC

TM

0

1

0

NEW SEARCH

INTERACTIVE RECORD (**INTERNAL USE ONLY**)

PEOPLE OPTIONS

MAIN MENU

CERTIFICATION STATUS: ACTIVE

Record Generated: 12/14/2016 8:27:09 AM

AZ POST INDIVIDUAL RECORD ID:

Officer Name	Social Security Number	Date of Birth	Sex
<u>BUHROW, LAUREN J</u>			F
No SC Name Change Forms since 06/15/2016			

Appointment Status	Last Certification	Last Training Category	Auto-Lapse Date
APPOINTED	FULL AUTHORITY PEACE OFFICER	WAIVER BASIC	N/A

Instructor Status	Is Specialist	Instructor Notes	Recognition Date
ACTIVE	NO		01-18-2013

Arizona POST Case History

NO / NONE
-----------

Arizona POST Audit History

Audit ID	Appointment	Audit Type	Audit Date	Audit By	Current Status
168515	AZ Department of Economic Security - OSI	New Hire	08-25-2016		Complete - Meets Standards
25781	AZ Attorney Generals Office	New Hire	03-21-2011		Complete - Meets Standards
13718	Scottsdale Police Department	New Hire	11-16-2001		Complete - Meets Standards

Appointments History

Apt ID	Agency ORI	Agency Name	Appointment Date	Separation Date	Separation Type	Rank	Certification Type	Has Comments	Created On	TM Processed On
84372		AZ Department of Economic Security - OSI	06-13-2016		Active	LEVEL 2 (Command)	FA	NO	8/19/2016 2:18:59 PM	
60258		AZ Attorney Generals Office	01-24-2011	02-29-2016	Misconduct - NO	LEVEL 5 (Officer)	FA	YES	1/24/2011	3/1/2016
48420		Scottsdale Police Department	09-26-2001	10-03-2002	Misconduct - NO	LEVEL 5 (Officer)	FA	NO	9/26/2001	

Academy Training History

Acid ID	Class ID	Location	Type	Class Start	Class End	Class Hours	Graduated
3424	2011-164	WAIVER TEST	WAIVER BASIC	01-24-2011	04-12-2011	0	YES

E	364	ALEA	REGULAR ACADEMY TRAINING	02-04-2002	05-24-2002	640	YES
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**Instructor Training**

Class ID	Sponsor Agency	Sponsor Academy	Course	Class Start	Class End
4804	Tucson Police Department	NO / NONE	Defensive Tactics and Impact Weapons	04-01-2013	04-11-2013
3971	AZ POST	NO / NONE	General Instructor	01-14-2013	01-18-2013

**E-Forms History**

AI	SC	TM
<u>1</u>	<u>0</u>	<u>1</u>

NEW SEARCH

INTERACTIVE RECORD (**INTERNAL USE ONLY**)

PEOPLE OPTIONS

MAIN MENU

CERTIFICATION STATUS: ACTIVE

Record Generated: 12/14/2016 8:27:33 AM
AZ POST INDIVIDUAL RECORD ID:

Table with columns: Officer Name (CONTRERAS, CARLOS), Social Security Number, Date of Birth, Sex (M). Includes note: No SC Name Change Forms since 06/15/2016

Table with columns: Appointment Status (APPOINTED), Last Certification (FULL AUTHORITY PEACE OFFICER), Last Training Category (REGULAR ACADEMY TRAINING), Auto-Lapse Date (N/A)

Table with columns: Instructor Status (ACTIVE), Is Specialist (NO), Instructor Notes, Recognition Date (03-29-1995)

Arizona POST Case History

Table with content: NO / NONE

Arizona POST Audit History

Table with columns: Audit ID, Appointment, Audit Type, Audit Date, Audit By, Current Status. Lists audits for OSI, Public Safety, and Public Safety.

Appointment History

Table with columns: Apt ID, Agency ORI, Agency Name, Appointment Date, Separation Date, Separation Type, Rank, Certification Type, Has Comments, Created On, TM Processed On. Lists appointments for Economic Security - OSI, Public Safety, and Public Safety.

of Public  
Safety

**Academy Training History**

Acad ID	Class ID	Location	Type	Class Start	Class End	Class Hours	Graduated
1658	131	ALETA	REGULAR ACADEMY TRAINING	06-06-1988	08-26-1988	480	YES

**Instructor Training**

Class ID	Sponsor Agency	Sponsor Academy	Course	Class Start	Class End
2161	AZ POST	NO / NONE	General Instructor	06-18-1993	06-18-1993

**E-Forms History**

A1	SC	TM
<u>1</u>	<u>0</u>	<u>0</u>

NEW SEARCH

INTERACTIVE RECORD (**INTERNAL USE ONLY**)

PEOPLE OPTIONS

MAIN MENU

CERTIFICATION STATUS: ACTIVE

Record Generated: 12/14/2016 8:28:00 AM

AZ POST INDIVIDUAL RECORD ID:

Officer Name	Social Security Number	Date of Birth	Sex
COREY, JAMES			M
No SC Name Change Forms since 06/15/2016			

Appointment Status	Last Certification	Last Training Category	Auto-Lapse Date
APPOINTED	FULL AUTHORITY PEACE OFFICER	REGULAR ACADEMY TRAINING	N/A

Instructor Status	Is Specialist	Instructor Notes	Recognition Date
ACTIVE	NO		01-08-1993

Arizona POST Case History

NO / NONE
-----------

Arizona POST Audit History

Audit ID	Appointment	Audit Type	Audit Date	Audit By	Current Status
125231	AZ Department of Economic Security - OSI	Training	01-21-2016		Complete - Meets Standards
54805	AZ Department of Economic Security - OSI	Training	04-13-2015		Complete - Meets Standards
24871	AZ Department of Economic Security - OSI	New Hire	05-06-2014		Complete - Meets Standards

Appointment History

Apt ID	Agency ORI	Agency Name	Appointment Date	Separation Date	Separation Type	Rank	Certification Type	Has Comments	Created On	TM Processed On
64293		AZ Department of Economic Security - OSI	03-31-2014		Active	LEVEL 2 (Command)	FA	NO	4/1/2014 2:37:35 PM	
64240		Phoenix Police Department	03-01-2014	09-25-2015	Misconduct - NO	LEVEL 5R (Resv Officer)	FA	NO	3/12/2014 11:00:37 AM	10/1/2015
16856		Phoenix Police Department	10-24-1988	03-01-2014	Misconduct - NO	LEVEL 5 (Officer)	FA	NO	10/24/1988	3/12/2014 10:59:59 AM

Academy Training History

Acid ID	Class ID	Location	Type	Class Start	Class End	Class Hours	Graduated
2222	216					592	YES



PHOENIX  
REGIONAL

REGULAR ACADEMY  
TRAINING

10-24-  
1988

02-10-  
1989

**Instructor Training**

Class ID	Sponsor Agency	Sponsor Academy	Course	Class Start	Class End
2148	AZ POST	NO / NONE	General Instructor	01-08-1993	01-08-1993

**E-Forms History**

AI	SC	TM
<u>1</u>	<u>2</u>	<u>1</u>

NEW SEARCH

INTERACTIVE RECORD (**INTERNAL USE ONLY**)

PROFILE OPTIONS

MAIN MENU

CERTIFICATION STATUS: **ACTIVE**

Record Generated: 12/14/2016 8:28:20 AM  
 AZ POST INDIVIDUAL RECORD ID:

Officer Name	Social Security Number	Date of Birth	Sex
<b>CUELLAR, PAUL</b>			<b>M</b>
No SC Name Change Forms since 06/15/2016			

Appointment Status	Last Certification	Last Training Category	Auto-Lapse Date
<b>APPOINTED</b>	<b>FULL AUTHORITY PEACE OFFICER</b>	<b>REGULAR ACADEMY TRAINING</b>	<b>N/A</b>

Instructor Status	Is Specialist	Instructor Notes	Recognition Date
<b>ACTIVE</b>	<b>NO</b>		<b>03-21-2001</b>

Arizona POST Case History

<b>NO / NONE</b>
------------------

Arizona POST Audit History

Audit ID	Appointment	Audit Type	Audit Date	Audit By	Current Status
<u>188893</u>	AZ Department of Economic Security - OSI	New Hire	12-02-2016		Complete - Meets Standards
<u>34525</u>	AZ Attorney Generals Office	New Hire	04-09-2014		Complete - Meets Standards
<u>2467</u>	Mesa Police Department	New Hire	04-04-1996		No Electronic Status - Manual Lookup

Appointment History

Apt ID	Agency ORI	Agency Name	Appointment Date	Separation Date	Separation Type	Rank	Certification Type	Has Comments	Created On	TM Processed On
<u>16735</u>		AZ Department of Economic Security - OSI	10-13-2016		Active	LEVEL 4 (SGT)	FA	NO	11/21/2016 1:19:51 PM	
<u>64312</u>		AZ Attorney Generals Office	03-17-2014		Active	LEVEL 4 (SGT)	FA	NO	4/3/2014 7:44:06 AM	
<u>32192</u>		Mesa Police Department	04-01-1996	10-04-2013	Misconduct - NO	LEVEL 5 (Officer)	FA	NO	4/1/1996	10/21/2013 1:00:15 PM
<u>32198</u>		Eloy Police Department	03-26-1993	03-31-1996	Misconduct - NO		FA	NO	3/26/1993	

LEVEL  
5  
(Officer)

**Academy Training History**

Acad ID	Class ID	Location	Type	Class Start	Class End	Class Hours	Graduated
2262	250	PHOENIX REGIONAL	REGULAR ACADEMY TRAINING	03-29-1993	07-30-1993	680	YES

**Instructor Training**

Class ID	Sponsor Agency	Sponsor Academy	Course	Class Start	Class End
2922	AZ POST	NO / NONE	Physical Trainer Instructor	02-03-2001	02-03-2001
272	AZ POST	NO / NONE	Defensive Tactics Instructor	12-15-2000	12-15-2000
2371	AZ POST	NO / NONE	General Instructor	10-15-1999	10-15-1999

**E-Forms History**

	AI	SC	TM
	<u>1</u>	<u>1</u>	<u>0</u>

NEW SEARCH

INTERACTIVE RECORD (**INTERNAL USE ONLY**)

PEOPLE OPTIONS

MAIN MENU

CERTIFICATION STATUS: ACTIVE

Record Generated: 12/14/2016 8:28:36 AM

AZ POST INDIVIDUAL RECORD ID:

Officer Name	Social Security Number	Date of Birth	Sex
<u>DIMBAL CHARLES</u>			M
No SC Name Change Forms since 06/15/2016			

Appointment Status	Last Certification	Last Training Category	Auto-Lapse Date
APPOINTED	FULL AUTHORITY PEACE OFFICER	RESERVE	N/A

Instructor Status	Is Specialist	Instructor Notes	Recognition Date
NOT INSTRUCTOR	NO		

Arizona POST Case History

NO / NONE
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Arizona POST Audit History

Audit ID	Appointment	Audit Type	Audit Date	Audit By	Current Status
125222	AZ Department of Economic Security - OSI	Training	01-21-2016		Complete - Meets Standards
24806	AZ Department of Economic Security - OSI	Training	04-13-2015		Complete - Meets Standards
33984	AZ Department of Economic Security - OSI	Training	03-20-2014		Complete - Meets Standards
39613	AZ Department of Economic Security - OSI	Training	02-14-2013		Complete - Meets Standards
22007	AZ Department of Economic Security - OSI	Training	04-20-2012		Complete - Meets Standards
26327	AZ Department of Economic Security - OSI	Training	05-12-2011		Complete - Meets Standards
24284	AZ Department of Economic Security - OSI	New Hire	09-09-2010		Complete - Meets Standards
8710	AZ Department of Public Safety	New Hire	07-06-1999		Complete - Meets Standards
8709	Payson Police Department	New Hire	02-23-1995		No Electronic Status - Manual Lookup

Appointment History

Apt ID	Agency ORI	Agency Name	Appointment Date	Separation Date	Separation Type	Rank	Certification Type	Has Comments	Created On	TM Processed On
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29842	AZ Department of Economic Security - OSI	09-02-2010		Active	LEVEL 4 (SGT)	FA	NO	9/2/2010	
29707	AZ Department of Public Safety	07-01-2010	10-20- 2012	Misconduct - NO	LEVEL 5R (Resv Officer)	FA	NO	7/1/2010	3/1/2013 9:54:55 AM
29282	AZ Department of Public Safety	06-12-1999	07-01- 2010	Misconduct - NO	LEVEL 5 (Officer)	FA	NO	6/12/1999	
29281	Payson Police Department	02-18-1995	06-04- 1999	Misconduct - NO	LEVEL 5 (Officer)	FA	NO	2/18/1995	
29280	Gila City Sheriffs Office	08-24-1992	03-20- 1995	Misconduct - NO	LEVEL 5R (Resv Officer)	FA	NO	8/24/1992	

#### Academy Training History

Acad ID	Class ID	Location	Type	Class Start	Class End	Class Hours	Graduated
1933	unk	NORTHLAND PIONEER CC	RESERVE	08-29-1993	06-26-1994	586	YES

#### Instructor Training

NO / NONE

#### E-Forms History

A1	SC	TM
0	1	0

NEW SEARCH

INTERACTIVE RECORD (**INTERNAL USE ONLY**)

PEOPLE OPTIONS

MAIN MENU

CERTIFICATION STATUS: ACTIVE

Record Generated: 12/14/2016 8:29:03 AM
AZ POST INDIVIDUAL RECORD ID:

Table with columns: Officer Name (DOUCET, DALL), Social Security Number, Date of Birth, Sex (M). Includes note: No SC Name Change Forms since 06/15/2016

Table with columns: Appointment Status (APPOINTED), Last Certification (FULL AUTHORITY PEACE OFFICER), Last Training Category (WAIVER BASIC), Auto-Lapse Date (N/A)

Table with columns: Instructor Status (ACTIVE), Is Specialist (NO), Instructor Notes, Recognition Date (07-19-1995)

Arizona POST Case History

Table with content: NO / NONE

Arizona POST Audit History

Table with columns: Audit ID, Appointment, Audit Type, Audit Date, Audit By, Current Status. Lists 4 audit records for AZ Department of Economic Security - OSI.

Appointment History

Table with columns: Apt ID, Agency ORI, Agency Name, Appointment Date, Separation Date, Separation Type, Rank, Certification Type, Has Comments, Created On, TM Processed On. Lists 4 appointment records.

Phoenix  
Police  
Department

Academy Training History

Acad ID	Class ID	Location	Type	Class Start	Class End	Class Hours	Graduated
1628	2012-687	WAIVER TEST	WAIVER BASIC	12-14-2011	03-14-2012	0	YES
1263	33	AZ DPS	REGULAR ACADEMY TRAINING	01-14-1979	06-01-1979	440	YES
2055	123	PHOENIX REGIONAL	REGULAR ACADEMY TRAINING	04-14-1975	07-25-1975	0	YES

Instructor Training

Class ID	Sponsor Agency	Sponsor Academy	Course	Class Start	Class End
1972	AZ POST	NO / NONE	General Instructor	07-20-1984	07-20-1984

E-Forms History

A1	SC	TM
<u>2</u>	<u>0</u>	<u>0</u>

NEW SEARCH

INTERACTIVE RECORD (**INTERNAL USE ONLY**)

PEOPLE OPTIONS

MAIN MENU

CERTIFICATION STATUS: ACTIVE

Record Generated: 12/14/2016 8:29:20 AM

AZ POST INDIVIDUAL RECORD ID:

Officer Name	Social Security Number	Date of Birth	Sex
<u>FOLDESH, WILLIAM</u>			M
No SC Name Change Forms since 06/15/2016			

Appointment Status	Last Certification	Last Training Category	Auto-Lapse Date
APPOINTED	FULL AUTHORITY PEACE OFFICER	REGULAR ACADEMY TRAINING	N/A

Instructor Status	Is Specialist	Instructor Notes	Recognition Date
ACTIVE	NO		03-16-1990

Arizona POST Case History

NO / NONE
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Arizona POST Audit History

Audit ID	Appointment	Audit Type	Audit Date	Audit By	Current Status
123933	AZ Department of Economic Security - OSI	Training	01-21-2016		Complete - Meets Standards
34807	AZ Department of Economic Security - OSI	Training	04-13-2015		Training Audit - Deficiency Found (Resolved)
33985	AZ Department of Economic Security - OSI	Training	03-20-2014		Complete - Meets Standards
30617	AZ Department of Economic Security - OSI	Training	02-14-2013		Complete - Meets Standards
29011	AZ Department of Economic Security - OSI	Training	04-20-2012		Complete - Meets Standards
26323	AZ Department of Economic Security - OSI	Training	05-12-2011		Complete - Meets Standards
9838	AZ Department of Economic Security - OSI	New Hire	04-24-2003		Complete - Meets Standards

Appointment History

Apt ID	Agency ORI	Agency Name	Appointment Date	Separation Date	Separation Type	Rank	Certification Type	Has Comments	Created On	TM Processed On
33492		AZ Department of Economic	03-03-2003		Active	LEVEL 4 (SGT)	FA	NO	3/3/2003	



33-328	AZFGD0000	Security - OSI AZ Game and Fish Department	04-05-1981	10-27- 2000	Misconduct - NO	LEVEL 5 (Officer)	FA	NO	4/5/1981
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**Academy Training History**

Acad ID	Class ID	Location	Type	Class Start	Class End	Class Hours	Graduated
1565	74	ALETA	REGULAR ACADEMY TRAINING	06-29-1981	09-11-1981	440	YES

**Instructor Training**

Class ID	Sponsor Agency	Sponsor Academy	Course	Class Start	Class End
460	AZ POST	NO / NONE	FATS Instructor	02-04-1993	02-04-1993
2158	AZ POST	NO / NONE	Semiauto Instructor	03-15-1991	03-15-1991
584	AZ POST	NO / NONE	Firearms Instructor	02-08-1991	02-08-1991
2082	AZ POST	NO / NONE	General Instructor	03-16-1990	03-16-1990

**E-Forms History**

A1	SC	TM
<u>0</u>	<u>1</u>	<u>0</u>

NEW SEARCH

INTERACTIVE RECORD (**INTERNAL USE ONLY**)

PEOPLE OPTIONS

MAIN MENU:

CERTIFICATION STATUS: **ACTIVE**

Record Generated: 12/14/2016 8:29:39 AM  
**AZ POST INDIVIDUAL RECORD ID:**

Officer Name <b>HOWE, LYNN</b>	Social Security Number	Date of Birth	Sex <b>F</b>
No SC Name Change Forms since 06/15/2016			

Appointment Status <b>APPOINTED</b>	Last Certification <b>FULL AUTHORITY PEACE OFFICER</b>	Last Training Category <b>REGULAR ACADEMY TRAINING</b>	Auto-Lapse Date <b>N/A</b>
----------------------------------------	---------------------------------------------------------------	---------------------------------------------------------------	-------------------------------

Instructor Status <b>ACTIVE</b>	Is Specialist <b>NO</b>	Instructor Notes	Recognition Date <b>03-24-1997</b>
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Arizona POST Case History

<b>NO / NONE</b>
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Arizona POST Audit History

Audit ID	Appointment	Audit Type	Audit Date	Audit By	Current Status
<b>152087</b>	<b>AZ Department of Economic Security - OSI</b>	<b>New Hire</b>	<b>06-15-2016</b>		<b>Complete - Meets Standards</b>
<b>3467</b>	<b>Phoenix Police Department</b>	<b>New Hire</b>	<b>01-13-1995</b>		<b>No Electronic Status - Manual Lookup</b>

Appointment History

Apt ID	Agency ORI	Agency Name	Appointment Date	Separation Date	Separation Type	Rank	Certification Type	Has Comments	Created On	TM Processed On
<b>82245</b>		<b>AZ Department of Economic Security - OSI</b>	<b>06-20-2016</b>		<b>Active</b>	<b>LEVEL 4 (SGT)</b>	<b>FA</b>	<b>NO</b>	<b>6/13/2016 10:41:20 AM</b>	
<b>2226</b>		<b>Phoenix Police Department</b>	<b>12-07-1994</b>	<b>06-02-2016</b>	<b>Misconduct - NO</b>	<b>LEVEL 5 (Officer)</b>	<b>FA</b>	<b>NO</b>	<b>12/7/1994</b>	<b>6/14/2016 8:31:36 AM</b>

Academy Training History

Acad ID	Class ID	Location	Type	Class Start	Class End	Class Hours	Graduated
<b>595</b>	<b>267</b>					<b>585</b>	<b>YES</b>

PHOENIX  
REGIONAL

REGULAR ACADEMY  
TRAINING

12-12-  
1994

03-24-  
1995

**Instructor Training**

Class ID	Sponsor Agency	Sponsor Academy	Course	Class Start	Class End
2065	AZ POST	NO / NONE	Physical Trainer Instructor	02-20-1998	02-20-1998
2771	AZ POST	NO / NONE	High Risk Vehicle Stops Instructor	10-24-1997	10-24-1997
3872	AZ POST	NO / NONE	General Instructor	03-24-1997	03-24-1997

**E-Forms History**

A1

SC

TM

1

0

1

NEW SEARCH

INTERACTIVE RECORD (**INTERNAL USE ONLY**)

PEOPLE OPTIONS

MAIN MENU

CERTIFICATION STATUS: ACTIVE

Record Generated: 12/14/2016 8:30:04 AM

AZ POST INDIVIDUAL RECORD ID:

Officer Name <b>NEJO. REYNOLDS</b>	Social Security Number	Date of Birth	Sex <b>M</b>
No SC Name Change Forms since 06/15/2016			

Appointment Status <b>APPOINTED</b>	Last Certification <b>FULL AUTHORITY PEACE OFFICER</b>	Last Training Category <b>REGULAR ACADEMY TRAINING</b>	Auto-Lapse Date <b>N/A</b>
----------------------------------------	-----------------------------------------------------------	-----------------------------------------------------------	-------------------------------

Instructor Status <b>ACTIVE</b>	Is Specialist <b>NO</b>	Instructor Notes	Recognition Date <b>02-18-1992</b>
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Arizona POST Case History

<b>NO / NONE</b>
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Arizona POST Audit History

Audit ID	Appointment	Audit Type	Audit Date	Audit By	Current Status
168549	AZ Department of Economic Security - OSI	New Hire	09-01-2016		Complete - Meets Standards
24601	AZ Department of Gaming - Investigation	New Hire	03-01-2010		Complete - Meets Standards
12042	Gila River Police Department	New Hire	09-01-2004		Complete - Meets Standards
12052	Ft McDowell Tribal Police Department	New Hire	09-12-2000		Complete - Meets Standards

Appointment History

Apt ID	Agency ORI	Agency Name	Appointment Date	Separation Date	Separation Type	Rank	Certification Type	Has Comments	Created On	TM Processed On
24384		AZ Department of Economic Security - OSI	06-27-2016		Active	LEVEL 5R (Resv Officer)	FA	NO	8/26/2016 8:30:49 AM	
28654		AZ Department of Gaming - Investigation	01-27-2010	10-15-2013	Misconduct - NO	LEVEL 3 (LT)	FA	NO	1/27/2010	2/12/2014 8:52:48 AM
28653		Gila River Police Department	08-23-2004	11-20-2009	Misconduct - NO	LEVEL 2 (Command)	FA	NO	8/23/2004	
28652		Ft McDowell Tribal Police Department	08-28-2000	08-16-2004	Misconduct - NO	LEVEL 5 (Officer)	FA	NO	8/28/2000	
28651			03-19-1979	08-23-2000	Misconduct - NO	LEVEL 5 (Officer)	FA	NO	3/19/1979	

Phoenix  
Police  
Department

**Academy Training History**

Acad ID	Class ID	Location	Type	Class Start	Class End	Class Hours	Graduated
2102	153	PHOENIX REGIONAL	REGULAR ACADEMY TRAINING	03-19-1979	07-13-1979	0	YES

**Instructor Training**

Class ID	Sponsor Agency	Sponsor Academy	Course	Class Start	Class End
3170	AZ POST	NO / NONE	Semianto Instructor	06-03-1994	06-03-1994
586	AZ POST	NO / NONE	Firearms Instructor	03-15-1991	03-15-1991
757	AZ POST	NO / NONE	First Aid Instructor	05-01-1987	05-01-1987
2022	AZ POST	NO / NONE	General Instructor	05-01-1987	05-01-1987

**E-Forms History**

A1	SC	TM
<u>1</u>	<u>0</u>	<u>0</u>

NEW SEARCH

INTERACTIVE RECORD (**INTERNAL USE ONLY**)

PEOPLE OPTIONS

MAIN MENU

CERTIFICATION STATUS: ACTIVE

Record Generated: 12/14/2016 8:30:28 AM
AZ POST INDIVIDUAL RECORD ID:

Table with columns: Officer Name (OLNEY, JON), Social Security Number, Date of Birth, Sex (M). Includes note: No SC Name Change Forms since 06/15/2016

Table with columns: Appointment Status (APPOINTED), Last Certification (FULL AUTHORITY PEACE OFFICER), Last Training Category (REGULAR ACADEMY TRAINING), Auto-Lapse Date (N/A)

Table with columns: Instructor Status (ACTIVE), Is Specialist (NO), Instructor Notes, Recognition Date (07-19-1995)

Arizona POST Case History

Table with text: NO / NONE

Arizona POST Audit History

Table with columns: Audit ID, Appointment, Audit Type, Audit Date, Audit By, Current Status. Lists audits for AZ Department of Economic Security - OSI and AZ Attorney Generals Office.

Appointment History

Table with columns: Apt ID, Agency ORI, Agency Name, Appointment Date, Separation Date, Separation Type, Rank, Certification Type, Has Comments, Created On, TM Processed On. Lists appointment history for AZ Department of Economic Security - OSI, AZ Attorney Generals Office, AZ Department of Public Safety, and Kingman Police Department.

### Academy Training History

Acad ID	Class ID	Location	Type	Class Start	Class End	Class Hours	Graduated
<u>1692</u>	132	ALETA	REGULAR ACADEMY TRAINING	08-01-1988	10-21-1988	480	YES

### Instructor Training

Class ID	Sponsor Agency	Sponsor Academy	Course	Class Start	Class End
<u>3020</u>	AZ POST	NO / NONE	Patrol Rifle Instructor	03-26-2010	03-26-2010
<u>685</u>	AZ POST	NO / NONE	Firearms Instructor	05-10-2002	05-10-2002
<u>2054</u>	AZ POST	NO / NONE	Physical Trainer Instructor	10-11-1996	10-11-1996
<u>2128</u>	AZ POST	NO / NONE	General Instructor	04-07-1995	04-07-1995

### E-Forms History

A1	SC	TM
<u>2</u>	<u>0</u>	<u>0</u>

NEW SEARCH

## INTERACTIVE RECORD (**INTERNAL USE ONLY**)

PEOPLE OPTIONS

MAIN MENU

CERTIFICATION STATUS: ACTIVE

Record Generated: 12/14/2016 8:30:49 AM

AZ POST INDIVIDUAL RECORD ID:

Officer Name	Social Security Number	Date of Birth	Sex
ROBERTS, MARK			M
No SC Name Change Forms since 06/15/2016			

Appointment Status	Last Certification	Last Training Category	Auto-Lapse Date
APPOINTED	FULL AUTHORITY PEACE OFFICER	REGULAR ACADEMY TRAINING	N/A

Instructor Status	Is Specialist	Instructor Notes	Recognition Date
ACTIVE	NO		05-20-1998

## Arizona POST Case History

NO / NONE

## Arizona POST Audit History

Audit ID	Appointment	Audit Type	Audit Date	Audit By	Current Status
168159	AZ Department of Economic Security - OSI	New Hire	06-28-2016		Complete - Meets Standards
137171	AZ Attorney Generals Office	Training	03-10-2016		Complete - Meets Standards
23191	AZ Attorney Generals Office	New Hire	02-06-2008		Complete - Meets Standards
7221	Ret AZ State University DPS East	New Hire	07-11-2002		Complete - Meets Standards
7222	AZ State University Police Department	New Hire	07-01-1993		Complete - Meets Standards

## Appointment History

Apt ID	Agency ORI	Agency Name	Appointment Date	Separation Date	Separation Type	Rank	Certification Type	Has Comments	Created On	TM Processed On
82944		AZ Department of Economic Security - OSI	05-07-2016		Active	LEVEL 4 (SGT)	FA	NO	6/13/2016 10:40:09 AM	
22455		AZ Attorney Generals Office	01-07-2008	05-06-2016	Misconduct - NO	LEVEL 5 (Officer)	FA	NO	1/7/2008	6/16/2016 2:28:38 PM
22451		AZ State University Police Department	07-01-2003	02-09-2008	Misconduct - NO	LEVEL 2 (Command)	FA	NO	7/1/2003	
22453		Ret AZ State	04-26-2002	07-01-2003	Misconduct - NO	LEVEL 5 (Officer)	FA	NO	4/26/2002	



22452	Univeristy DPS East Ret AZ State University DPS WEST	07-01-1980	04-26- 2002	Misconduct - NO	LEVEL 2 (Command)	FA	NO	7/1/1980
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**Academy Training History**

Acad ID	Class ID	Location	Type	Class Start	Class End	Class Hours	Graduated
1812	BASICMES	MANUAL LOOKUP	REGULAR ACADEMY TRAINING	Unknown	12-18- 1980	0	YES

**Instructor Training**

Class ID	Sponsor Agency	Sponsor Academy	Course	Class Start	Class End
2249	AZ POST	NO / NONE	General Instructor	01-16-1998	01-16-1998

**E-Forms History**

AI	SC	TM
<u>1</u>	<u>0</u>	<u>1</u>

NEW SEARCH

INTERACTIVE RECORD (**INTERNAL USE ONLY**)

PEOPLE OPTIONS

MAIN MENU

CERTIFICATION STATUS: ACTIVE

Record Generated: 12/14/2016 8:31:08 AM
AZ POST INDIVIDUAL RECORD ID:

Table with columns: Officer Name (SALAS, DAMAS), Social Security Number, Date of Birth, Sex (M). Includes note: No SC Name Change Forms since 06/15/2016

Table with columns: Appointment Status (APPOINTED), Last Certification (FULL AUTHORITY PEACE OFFICER), Last Training Category (WAIVER BASIC), Auto-Lapse Date (N/A)

Table with columns: Instructor Status (ACTIVE), Is Specialist (NO), Instructor Notes, Recognition Date (10-22-2014)

Arizona POST Case History

Table with text: NO / NONE

Arizona POST Audit History

Table with columns: Audit ID, Appointment, Audit Type, Audit Date, Audit By, Current Status. Lists multiple audit records for various departments.

Appointment History

Table with columns: Apt ID, Agency ORI, Agency Name, Appointment Date, Separation Date, Separation Type, Rank, Certification Type, Has Comments, Created On, TM Processed On. Lists appointment and separation records.

AZ State  
University  
Police  
Department

08-25- Misconduct LEVEL  
2011 - NO 5  
(Officer)

**Academy Training History**

Acad ID	Class ID	Location	Type	Class Start	Class End	Class Hours	Graduated
<u>3527</u>	2011-176	WAIVER TEST	WAIVER BASIC	03-03-2011	04-21-2011	0	YES

**Instructor Training**

Class ID	Sponsor Agency	Sponsor Academy	Course	Class Start	Class End
<u>5096</u>	Maricopa Cty Sheriffs Office	NO / NONE	General Instructor	09-24-2014	10-22-2014

**E-Forms History**

A1	SC	TM
<u>1</u>	<u>0</u>	<u>1</u>

NEW SEARCH

INTERACTIVE RECORD (**INTERNAL USE ONLY**)

PEOPLE OPTIONS

MAIN MENU

CERTIFICATION STATUS: ACTIVE

Record Generated: 12/14/2016 8:31:32 AM  
AZ POST INDIVIDUAL RECORD ID:

Officer Name	Social Security Number	Date of Birth	Sex
<u>TRUETT, TIMOTHY</u>			M
No SC Name Change Forms since 06/15/2016			

Appointment Status	Last Certification	Last Training Category	Auto-Lapse Date
APPOINTED	FULL AUTHORITY PEACE OFFICER	REGULAR ACADEMY TRAINING	N/A

Instructor Status	Is Specialist	Instructor Notes	Recognition Date
ACTIVE	NO		09-25-1996

Arizona POST Case History

NO / NONE
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Arizona POST Audit History

Audit ID	Appointment	Audit Type	Audit Date	Audit By	Current Status
115593	AZ Department of Economic Security - OSI	New Hire	11-24-2015		Complete - Meets Standards
42316	Globe Police Department	Training	02-27-2015		Training Audit - Deficiency Found (Resolved)
33192	Globe Police Department	New Hire	01-30-2014		Complete - Meets Standards
27285	Maricopa Police Department	Training	04-12-2011		Complete - Meets Standards
21472	Maricopa Police Department	New Hire	09-10-2007		Complete - Meets Standards
8751	Maricopa Community College District	New Hire	09-22-2004		Complete - Meets Standards

Appointment History

Apt ID	Agency ORI	Agency Name	Appointment Date	Separation Date	Separation Type	Rank	Certification Type	Has Comments	Created On	TM Processed On
80914		AZ Department of Economic Security - OSI	10-24-2015		Active	LEVEL 4 (SGT)	FA	NO	10/28/2015 8:02:04 AM	
63796			11-25-2013	04-17-2015	Misconduct - NO		FA	NO		

	Globe Police Department				LEVEL 1 (Chief)			12/3/2013 7:51:51 AM
29416	Maricopa Police Department	08-06-2007	12-05- 2013	Misconduct - NO	LEVEL 4 (SGT)	FA	NO	8/6/2007
29415	Maricopa Community College District	10-04-2004	07-23- 2007	Misconduct - NO	LEVEL 5 (Officer)	FA	NO	10/4/2004
29414	AZ Department of Public Safety	01-06-1993	12-10- 2002	Misconduct - NO	LEVEL 5 (Officer)	FA	NO	1/6/1993

#### Academy Training History

Acad ID	Class ID	Location	Type	Class Start	Class End	Class Hours	Graduated
1628	163	ALETA	REGULAR ACADEMY TRAINING	01-11-1993	04-09-1993	522	YES

#### Instructor Training

Class ID	Sponsor Agency	Sponsor Academy	Course	Class Start	Class End
2785	AZ POST	NO / NONE	High Risk Vehicle Stops Instructor	01-29-1999	01-29-1999
284	AZ POST	NO / NONE	Driving 76 Instructor	05-29-1998	05-29-1998
2214	AZ POST	NO / NONE	General Instructor	01-19-1996	01-19-1996

#### E-Forms History

AI	SC	TM
<u>1</u>	<u>0</u>	<u>2</u>

# Training By Officer / Name Of Training



* - Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Babros, Kristopher</b>		<b>Special Investigatio</b>	<b>Sergeant</b>	<b>106.50</b>	<b>\$0.00</b>		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Advanced Undercover Techniques & Survival	Undercover Techniques	Continuing Training	Phoenix, AZ	1/12/2015	1/12/2015 - 1/16/2015	<b>36.00</b>	113
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	1/23/2015	9/4/2015 - 9/4/2015	<b>2.00</b>	99
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	3/18/2015	9/4/2015 - 9/4/2015	<b>2.00</b>	99
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	9/4/2015	9/4/2015 - 9/4/2015	<b>2.00</b>	99
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	<b>2.00</b>	30
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	1/23/2015	8/12/2016 - 9/12/2016	<b>2.00</b>	41
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	10/28/2016	10/28/2016 - 10/28/2016	<b>2.00</b>	98
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	3/18/2015	9/12/2016 - 9/12/2016	<b>2.00</b>	31
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	<b>2.00</b>	45
Basic Surveillance Techniques	Surveillance	Continuing Training	AZ HIDTA	3/27/2015	8/28/2015 - 8/28/2015	<b>2.00</b>	77
Cell Phone Investigative Approach & App	Investigations - Cell Phone	Continuing Training	Mesa, Arizona	3/30/2015	3/30/2015 - 3/30/2015	<b>4.00</b>	102
Condensed Search and Seizure	Search & Seizure	Continuing Training	Mesa, Arizona	4/1/2015	4/1/2015 - 4/1/2015	<b>5.00</b>	107
Covert/Undercover Equipment	Undercover Techniques	Continuing Training	Mesa, Arizona	3/30/2015	3/30/2015 - 4/2/2015	<b>1.50</b>	100
Informant/Source of Info. Mgmt./Control Buys	Informants	Continuing Training	Mesa, Arizona	3/13/2015	3/13/2015 - 3/13/2015	<b>2.00</b>	112
Knock and Talk Investigations	Investigations - General	Continuing Training	Mesa, Arizona	3/31/2015	3/31/2015 - 3/31/2015	<b>2.00</b>	103
Operations Plans and Bio Sheets	General Orders	Continuing Training	Mesa, Arizona	4/1/2015	4/1/2015 - 4/1/2015	<b>2.00</b>	109
Plain Clothes Officer Safety	Officer Safety	Continuing Training	AZ HIDTA	3/27/2015	8/28/2015 - 8/28/2015	<b>2.00</b>	78
Red Flags	Narcotics	Continuing Training	HIDTA Training Center	5/3/2016	5/3/2016 - 5/4/2016	<b>16.00</b>	92
Scouting	Surveillance	Continuing Training	Mesa, Arizona	4/1/2015	4/1/2015 - 4/1/2015	<b>2.00</b>	108

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		
<b>Babros, Kristopher</b>			Special Investigatio	Sergeant	108.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
SIU-Undercover Concealed Carry	Firearms	Proficiency Training	Mesa, Arizona	4/2/2015	4/2/2015 - 4/2/2015	3.00	110		
Surveillance	Surveillance	Continuing Training	Mesa, Arizona	3/31/2015	3/31/2015 - 3/31/2015	5.00	105		
Tactical Medic	First Responders	Continuing Training	Mesa, Arizona	3/31/2015	3/31/2015 - 3/31/2015	1.00	108		
Undercover Operations	Undercover Techniques	Continuing Training	Mesa, Arizona	3/30/2015	3/30/2015 - 3/30/2015	3.00	101		
Undercover Rescue-Single Veh. Config	Undercover Techniques	Continuing Training	Mesa, Arizona	3/31/2015	3/31/2015 - 3/31/2015	4.00	104		
<b>Total Class Hours:</b>	<b>116.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>106.50</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	70.50	Dept Required Hrs:	16.00	State Required Hrs:	16.00

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		
<b>Buhrow, Lauren</b>			Special Operations	Assistant Chief	20.00	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	8/26/2016	8/26/2016 - 8/26/2016	4.00	37		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	9/22/2016	9/22/2016 - 9/22/2016	4.00	24		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	2.00	41		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	2.00	31		
Five Levels of Leadership	Management	Continuing Training	DES-OIG	9/14/2016	9/14/2016 - 9/14/2016	8.00	97		
<b>Total Class Hours:</b>	<b>24.00</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>20.00</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	20.00	Dept Required Hrs:	12.00	State Required Hrs:	12.00

# Training By Officer / Name Of Training



* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Contreras, Carlos</b>		Protective Services	Sergeant	120.00	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2015 AOT-Mental Health Awareness & DALF	Mental Health	Other	Not Listed	6/23/2015	6/23/2015 - 6/23/2015	4.00	150
2015 Defensive Tactics	Defense Tactics	PSO New Hire	Not Listed	8/26/2015	8/26/2015 - 8/26/2015	16.00	146
Arizona Biosecurity Workshop	Terrorism / WMD	Other	Arizona State University Sky Song	11/4/2016	11/4/2016 - 11/4/2016	7.00	143
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	5/11/2015	5/11/2015 - 5/11/2015	4.00	184
AZ POST Shoot	Firearms	Firearms Qualification	PPD-ALEA	4/11/2016	4/11/2016 - 4/11/2016	4.00	38
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	5/8/2015	5/8/2015 - 5/8/2015	1.00	147
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	PPD-ALEA	4/1/2016	4/1/2016 - 4/1/2016	4.00	33
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	4/19/2016	4/19/2016 - 4/19/2016	4.00	34
Determining Acceptable Levels of Force (AOT 201	Use Of Force	Continuing Training	Not Listed	6/23/2015	6/23/2015 - 6/23/2015	4.00	149
FBI WMD Directorate's	WMD	Other	Phoenix, AZ	9/20/2016	9/20/2016 - 9/20/2016	8.00	162
Firearms Reality Based Training	Firearms	Proficiency Training	Ben Avery	5/8/2015	5/8/2015 - 5/8/2015	4.00	148
IED Counterterrorism Workshop	Terrorism / WMD	Other	Not Listed	11/23/2015	11/23/2015 - 11/23/2015	8.00	145
Natl Improvised Explosives Familiarization	WMD	Continuing Training	FBI-Phoenix	12/8/2016	12/8/2016 - 12/8/2016	8.00	142
Street Medicine	First Responders	Proficiency Training	AZ Attorney General's Office	5/11/2016	5/11/2016 - 5/11/2016	4.00	74
Terrorism Liaison Officer Training Program	Terrorism / WMD	Other	ACTIC	7/18/2016	7/18/2016 - 7/22/2016	40.00	144
<b>Total Class Hours:</b>	<b>120.00</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>120.00</b>
In-Service Hrs:	21.00	CALEA Hrs:	0.00	State Approved Hrs:	113.00	Dept Required Hrs:	41.00
						State Required Hrs:	49.00



# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		
<b>Corey, James</b>			Special Investigatio	Assistant Chief	<b>39.50</b>	<b>\$0 00</b>			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
2015 Legal Updates	Legal Updates	Continuing Training	DES Training Center	12/18/2015	12/18/2015 - 12/18/2015	2.00	93		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	9/11/2015	9/11/2015 - 9/11/2015	2.00	151		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4.00	30		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	4/5/2016	4/5/2016 - 4/5/2016	4.00	46		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4.00	45		
Civilian Response to Active Shooter Events	Active Shooter	Continuing Training	Tucson Police Department	3/23/2015	3/23/2015 - 3/23/2015	4.00	96		
Identification Procedures	Investigations - Identity	Continuing Training	2015 LE Pow Wow-Flagstaff	7/16/2015	7/16/2015 - 7/16/2015	1.75	95		
Inclusive Leadership	Management	Continuing Training	2015 LE Pow Wow-Flagstaff	7/16/2015	7/16/2015 - 7/16/2015	1.75	84		
Red Flags	Narcotics	Continuing Training	HIDTA Training Center	5/3/2016	5/3/2016 - 5/4/2016	16.00	92		
<b>Total Class Hours:</b>		<b>39.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>		<b>39.50</b>
<b>In-Service Hrs:</b>	<b>2.00</b>	<b>CALEA Hrs:</b>	<b>0.00</b>	<b>State Approved Hrs:</b>	<b>39.50</b>	<b>Dept Required Hrs:</b>	<b>14.00</b>	<b>State Required Hrs:</b>	<b>14.00</b>

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	
<b>Cuellar, Paul</b>			Special Investigatio	Sergeant	<b>38.00</b>	<b>\$0 00</b>		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
* AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	10/28/2016	10/26/2016 - 10/28/2016	4.00	18	
Basic Tactics	Defense Tactics	Proficiency Training	ALEA	3/28/2016	3/28/2016 - 3/31/2016	32.00	91	
Self Practice Range Time	Firearms	Other	Ben Avery	11/21/2016	10/28/2016 - 10/28/2016	1.00	29	
Self Practice Range Time	Firearms	Other	Ben Avery	12/1/2016	10/28/2016 - 10/28/2016	1.00	29	

# Training By Officer / Name Of Training



* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Cuellar, Paul</b>		Special Investigatio	Sergeant	38.00	\$0.00		
Name Of Training		Type Of Training	Category	Location	Attended	Training Dates	
<b>Total Class Hours: 38.00</b>		<b>Total Overtime Hours: 0.00</b>	<b>Total Other Hours: 0.00</b>	<b>Total Training Hours: 38.00</b>			
In-Service Hrs: 0.00	CALEA Hrs: 0.00	State Approved Hrs: 36.00	Dept Required Hrs: 36.00	State Required Hrs: 4.00			

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Dimbat, Charles</b>		Special Operations	Sergeant	45.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	8/4/2015	9/4/2015 - 8/4/2015	2.00	99
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4.00	30
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	4/5/2016	4/5/2016 - 4/5/2016	4.00	46
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4.00	45
Basic Surveillance Techniques	Surveillance	Continuing Training	AZ HIDTA	8/28/2015	8/28/2015 - 8/28/2015	2.00	77
Below 100 Incentive	Officer Safety	Continuing Training	Phoenix, AZ	5/13/2015	5/13/2015 - 5/13/2015	4.00	85
DES Annual Security Training	Department Policies	Other	DES Training Center	1/12/2015	1/13/2016 - 1/13/2016	1.00	80
DES Annual Security Training	Department Policies	Other	DES Training Center	1/4/2016	1/13/2016 - 1/13/2016	1.00	80
DES Hazard Communication	Department Policies	Other	DES Training Center	4/14/2015	4/14/2015 - 4/14/2015	1.00	86
Fair Labor Standards Act	Department Policies	Other	DES Training Center	7/16/2015	7/20/2015 - 7/20/2015	0.50	81
Fair Labor Standards Act	Department Policies	Other	DES Training Center	10/16/2015	7/20/2015 - 7/20/2015	0.50	81
Jurisdictional Mine Field of Indian Country	Tribal Laws	Advanced Officer Trai	HIDTA Training Center	5/18/2016	6/7/2016 - 6/7/2016	8.00	21
Lean Process & DOT Game	Department Policies	Other	DES Training Center	4/22/2016	3/30/2016 - 3/30/2016	4.00	79
Plain Clothes Officer Safety	Officer Safety	Continuing Training	AZ HIDTA	8/28/2015	8/28/2015 - 8/28/2015	2.00	78

# Training By Officer / Name Of Training



* - Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses			
<b>Dimbat, Charies</b>			Special Operations	Sergeant	45.50	\$0.00	Officer Training Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
Street Medicine	First Responders	Proficiency Training	AZ Attorney General's Office	5/11/2016	5/11/2016 - 5/11/2016	4.00	74		
What You Do Matters	Cultural Diversity	Continuing Training	Scottsdale PD Training CENTER	9/8/2015	9/8/2015 - 9/8/2015	3.50	76		
<b>Total Class Hours:</b>	<b>45.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>45.50</b>		
In-Service Hrs:	4.00	CALEA Hrs:	0.00	State Approved Hrs:	44.50	Dept Required Hrs:	25.00	State Required Hrs:	18.00

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses			
<b>Doucet, Dale</b>			Internal Affairs	Sergeant	39.00	\$0.00	Officer Training Hours	Trk No.	
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	9/11/2015	9/11/2015 - 9/11/2015	2.00	151		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4.00	30		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	4/5/2016	4/5/2016 - 4/5/2016	4.00	46		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4.00	45		
Five Levels of Leadership	Management	Continuing Training	DES-OIG	9/14/2016	9/14/2016 - 9/14/2016	8.00	97		
Law Enforcement In Indian Country 2016	Tribal Laws	Continuing Training	DES-OIG	7/1/2016	7/1/2016 - 7/1/2016	4.00	153		
Sovereign Citizen Extremists	Terrorism / WMD	Continuing Training	DES-OIG	11/18/2015	11/18/2015 - 11/18/2015	4.00	152		
Street Medicine	First Responders	Proficiency Training	AZ Attorney General's Office	5/11/2016	5/11/2016 - 5/11/2016	4.00	74		
Stronger Together	Miscellaneous	Continuing Training	HIDTA Training Center	9/29/2016	9/29/2016 - 9/29/2016	5.00	154		
<b>Total Class Hours:</b>	<b>39.00</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>39.00</b>		
In-Service Hrs:	6.00	CALEA Hrs:	0.00	State Approved Hrs:	39.00	Dept Required Hrs:	18.00	State Required Hrs:	31.00

# Training By Officer / Name Of Training



* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Foldesh, Bill</b>		<b>Special Operations</b>	<b>Sergeant</b>	<b>49.25</b>	<b>\$0.00</b>		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	6/22/2015	6/22/2015 - 6/22/2015	2.00	181
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	9/3/2015	9/4/2015 - 9/4/2015	2.00	99
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	4.00	36
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	2.00	36
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	4.00	44
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	8/22/2015	6/22/2015 - 6/22/2015	2.00	182
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	4/19/2016	4/19/2016 - 4/19/2016	4.00	34
Basic Surveillance Techniques	Surveillance	Continuing Training	AZ HIDTA	8/28/2015	8/28/2015 - 8/28/2015	2.00	77
DES Annual Security Training	Department Policies	Other	DES-OIG	1/2/2015	1/2/2015 - 1/2/2015	1.00	83
DES Annual Security Training	Department Policies	Other	DES Training Center	1/13/2016	1/13/2016 - 1/13/2016	1.00	80
DES Initial Security Training	Department Policies	Other	DES Training Center	4/17/2015	4/17/2015 - 4/17/2015	2.00	82
Fair Labor Standards Act	Department Policies	Other	DES Training Center	7/20/2015	7/20/2015 - 7/20/2015	0.50	81
Law Enforcement CPR-Digital Media	First Aid/CPR	Continuing Training	DES-OIG	9/21/2015	9/21/2015 - 9/21/2015	1.50	75
Law Enforcement Resilience	Mental Health	Continuing Training	Mesa, Arizona	3/30/2016	5/5/2016 - 5/5/2016	7.75	73
Lean Process & DOT Game	Department Policies	Other	DES Training Center	3/30/2016	3/30/2016 - 3/30/2016	4.00	79
Plain Clothes Officer Safety	Officer Safety	Continuing Training	AZ HIDTA	8/28/2015	8/28/2015 - 8/28/2015	2.00	78
Street Medicine	First Responders	Proficiency Training	AZ Attorney General's Office	5/11/2016	5/11/2016 - 5/11/2016	4.00	74
What You Do Matters	Cultural Diversity	Continuing Training	Scottsdale PD Training CENTER	9/8/2015	9/8/2015 - 9/8/2015	3.50	76

# Training By Officer / Name Of Training



* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Foldesh, Bill</b>		Special Operations	Sergeant	49.25	\$0.00		
<b>Name Of Training</b>	<b>Type Of Training</b>	<b>Category</b>	<b>Location</b>	<b>Attended</b>	<b>Training Dates</b>	<b>Hours</b>	<b>Trk No.</b>
<b>Total Class Hours:</b>	<b>51.25</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>49.25</b>
<b>In-Service Hrs:</b>	6.00	<b>CALEA Hrs:</b>	0.00	<b>State Approved Hrs:</b>	41.75	<b>Dept Required Hrs:</b>	32.00
						<b>State Required Hrs:</b>	25.00

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Howe, Lynn</b>		Special Investigatio	Sergeant	21.00	\$0.00		
<b>Name Of Training</b>	<b>Type Of Training</b>	<b>Category</b>	<b>Location</b>	<b>Attended</b>	<b>Training Dates</b>	<b>Hours</b>	<b>Trk No.</b>
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	8/26/2016	8/26/2016 - 8/26/2016	4.00	37
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	4.00	41
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	4.00	31
Law Enforcement In Indian Country 2016	Tribal Laws	Continuing Training	DES-OIG	9/28/2016	7/1/2016 - 7/1/2016	4.00	153
Stronger Together	Miscellaneous	Continuing Training	HIDTA Training Center	9/29/2016	9/29/2016 - 9/29/2016	5.00	154
<b>Total Class Hours:</b>	<b>21.00</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>21.00</b>
<b>In-Service Hrs:</b>	0.00	<b>CALEA Hrs:</b>	0.00	<b>State Approved Hrs:</b>	21.00	<b>Dept Required Hrs:</b>	12.00
						<b>State Required Hrs:</b>	21.00

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Loftus, Charles</b>		Administration	Chief	32.00	\$0.00		
<b>Name Of Training</b>	<b>Type Of Training</b>	<b>Category</b>	<b>Location</b>	<b>Attended</b>	<b>Training Dates</b>	<b>Hours</b>	<b>Trk No.</b>
AZ POST Shoot	Firearms	Firearms Qualification	PPD-ALEA	4/11/2016	4/11/2016 - 4/11/2016	4.00	38
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	11/18/2016	11/18/2016 - 11/18/2016	4.00	26
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	PPD-ALEA	4/1/2016	4/1/2016 - 4/1/2016	4.00	33

# Training By Officer / Name Of Training



* = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		
<b>Loftus, Charles</b>			Administration	Chief	32.00	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	4/2/2016	4/2/2016 - 4/2/2016	4.00	39		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	4/19/2016	4/19/2016 - 4/19/2016	4.00	34		
* Cop-Biker Relationships	Gangs	Advanced Officer Trail	Laughlin, Nevada	9/18/2016	9/16/2016 - 9/16/2016	2.00	13		
Jurisdictional Mine Field of Indian Country	Tribal Laws	Advanced Officer Trail	HIDTA Training Center	6/7/2016	6/7/2016 - 6/7/2016	8.00	21		
Legal Update for Administrators	Legal Updates	Advanced Officer Trail	Laughlin, Nevada	9/15/2016	9/15/2016 - 9/15/2016	2.00	20		
San Bernardino Active Shooter	Active Shooter	Advanced Officer Trail	Laughlin, Nevada	9/14/2016	9/14/2016 - 9/14/2016	0.00	19		
<b>Total Class Hours:</b>	<b>34.00</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>32.00</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	32.00	Dept Required Hrs:	20.00	State Required Hrs:	22.00

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	
<b>Nejo, Reynolds</b>			Protective Services	Lieutenant	33.00	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
* Anti-Terrorism Law Enforcement Training	Terrorism / WMD	Other	Mesa Police Academy	10/25/2016	10/25/2016 - 10/25/2016	8.00	18	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	7/29/2016	7/29/2016 - 7/29/2016	4.00	23	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	2.00	41	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	2.00	31	
Family and Medical Leave Act	Department Policies	Other	DES Training Center	6/12/2015	6/12/2015 - 6/12/2015	0.50	90	
Indian Country Law Enforcement Training	Tribal Laws	Continuing Training	AZ DPS	11/8/2016	11/8/2016 - 11/9/2016	16.00	87	
Preventing Inappropriate Behavior	Department Policies	Other	DES Training Center	6/17/2015	6/17/2015 - 6/17/2015	0.50	88	

# Training By Officer / Name Of Training



* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Nejo, Reynolds</b>		Protective Services	Lieutenant	33.00	\$0.00		
<b>Name Of Training</b>		<b>Type Of Training</b>	<b>Category</b>	<b>Location</b>	<b>Attended</b>	<b>Training Dates</b>	
<b>Total Class Hours: 37.00</b>		<b>Total Overtime Hours: 0.00</b>	<b>Total Other Hours: 0.00</b>	<b>Total Training Hours: 33.00</b>			
<b>In-Service Hrs: 0.00</b>	<b>CALEA Hrs: 0.00</b>	<b>State Approved Hrs: 33.00</b>	<b>Dept Required Hrs: 9.00</b>	<b>State Required Hrs: 16.00</b>			

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Olney, Jon</b>		Special Investigatio	Sergeant	109.00	\$0.00		
<b>Name Of Training</b>		<b>Type Of Training</b>	<b>Category</b>	<b>Location</b>	<b>Attended</b>	<b>Training Dates</b>	
2015 AOT-Mental Health Awareness & DALF	Mental Health	Other	Not Listed	10/15/2015	10/15/2015 - 10/15/2015	8.00	122
2016 Annual Trooper Training	General Orders	Other	Not Listed	8/25/2016	8/25/2016 - 8/25/2016	8.00	116
2016 Reality Based and Judgmental Training	Firearms	Firearms Qualification	Not Listed	1/28/2016	1/28/2016 - 1/28/2016	4.00	117
* AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	10/28/2016	10/26/2016 - 10/28/2016	4.00	16
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	AZ DPS	1/27/2016	1/27/2016 - 1/27/2016	2.00	115
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	AZ DPS	1/27/2016	1/27/2016 - 1/27/2016	4.00	114
Basic Tactics	Defense Tactics	Proficiency Training	ALEA	3/28/2016	3/28/2016 - 3/31/2016	32.00	91
Beyond Interdiction-Adv. Crim. Interdiction	Investigations - General	Continuing Training	Not Listed	12/16/2015	12/16/2015 - 12/16/2015	8.00	120
Check Your Six	Officer Safety	Other	Not Listed	11/30/2015	11/30/2015 - 11/30/2015	0.50	119
Firearms Instructor In-Service 2016	Firearms	Proficiency Training	Not Listed	1/27/2016	1/27/2016 - 1/27/2016	16.00	118
Intro to Financial Remedies Inv. & Pros	Investigations - Financial	Continuing Training	HIDTA Training Center	2/23/2016	2/23/2016 - 2/23/2016	8.00	123
Money Laundering Investigations	Investigations - Financial	Continuing Training	Tempe, AZ	7/19/2016	7/19/2016 - 7/19/2016	4.00	126
Pillars of Narcotic Enforcement	Narcotics	Continuing Training	Tempe, AZ	7/18/2016	7/18/2016 - 7/18/2016	4.00	125
Professionalism in the Workplace	Department Policies	Other	Not Listed	10/19/2015	10/19/2015 - 10/19/2015	0.50	121

# Training By Officer / Name Of Training



* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Olney, Jon</b>		Special Investigatio	Sergeant	109.00	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Self Practice Range Time	Firearms	Other	Ben Avery	11/21/2016	10/28/2016 - 10/28/2016	1.00	29
Self Practice Range Time	Firearms	Other	Ben Avery	12/1/2016	10/28/2016 - 10/28/2016	1.00	29
Social Media	Social Media	Continuing Training	Tempe, AZ	7/19/2016	7/19/2016 - 7/19/2016	4.00	124
<b>Total Class Hours:</b>	<b>109.00</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>109.00</b>
In-Service Hrs:	16.00	CALEA Hrs:	0.00	State Approved Hrs:	90.00	Dept Required Hrs:	42.00
						State Required Hrs:	14.00

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Roberts, Mark</b>		Protective Services	Sergeant	168.50	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
Anti-Terrorism Law Enforcement Training	Terrorism / WMD	Other	Mesa Police Academy	10/25/2016	10/25/2016 - 10/25/2016	8.00	18
AZ POST Shoot	Firearms	Firearms Qualification	MCSO Buckeye Range	3/30/2015	3/30/2015 - 3/30/2015	2.00	138
AZ POST Shoot	Firearms	Firearms Qualification	ALEA	10/14/2015	10/14/2015 - 10/14/2015	4.00	139
AZ POST Shoot	Firearms	Firearms Qualification	ALEA	10/21/2015	10/21/2015 - 10/21/2015	2.00	141
AZ POST Shoot	Firearms	Firearms Qualification	PPD-ALEA	4/22/2016	4/22/2016 - 4/22/2016	4.00	42
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	11/18/2016	11/18/2016 - 11/18/2016	4.00	26
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	ALEA	10/14/2015	10/14/2015 - 10/14/2015	1.00	137
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	4.00	41
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	ALEA	10/14/2015	10/14/2015 - 10/14/2015	2.00	138
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	ALEA	10/21/2015	10/21/2015 - 10/21/2015	2.00	140
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	0.00	31



# Training By Officer / Name Of Training



• = Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		
<b>Roberts, Mark</b>			Protective Services	Sergeant	168.50	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.		
Close Quarters Crisis Mgmt. Weapons Retention	Defense Tactics	Proficiency Training	Buckeye Police Range	3/30/2015	3/30/2015 - 3/30/2015	2.00	129		
IAFCI Advanced Internet Profiling	Investigations - Financial	Continuing Training	Phoenix, AZ	10/8/2015	10/8/2015 - 10/8/2015	7.25	133		
IAFCI March 2016 Seminar	Investigations - Financial	Continuing Training	Phoenix, AZ	4/10/2016	4/10/2016 - 4/10/2016	7.25	128		
Internet Profiling & Intelligence Gathering	Intelligence	Continuing Training	N.B.AZ	10/8/2015	10/8/2015 - 10/8/2015	4.00	135		
Intro to Financial Remedies Inv. & Pros	Investigations - Financial	Continuing Training	HIDTA Training Center	2/23/2016	2/23/2016 - 2/23/2016	8.00	123		
Israel Anti-Terrorism Class	Terrorism / WMD	Continuing Training	Israel	7/8/2015	7/8/2015 - 7/22/2015	48.00	134		
NADDI 26th Annual Conference	Narcotics	Continuing Training	Orlando, Florida	11/17/2015	11/17/2015 - 11/20/2015	24.00	131		
Psych.Constructs to Critical Incident Stress	Stress Management	Continuing Training	Mesa Public Safety Training Facility	4/20/2016	4/20/2016 - 4/20/2016	7.00	127		
Qualities of a Dynamic Leader	Management	Continuing Training	AZ Attorney General's Office	3/12/2015	3/12/2015 - 3/12/2015	4.00	132		
Understanding & Investigating the Jihadi Threat	Terrorism / WMD	Continuing Training	Mesa PD	8/10/2016	8/10/2016 - 8/12/2016	24.00	130		
<b>Total Class Hours:</b>		<b>174.50</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>168.50</b>	
In-Service Hrs:	11.00	CALEA Hrs:	0.00	State Approved Hrs:	161.25	Dept Required Hrs:	25.00	State Required Hrs:	33.00

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	
<b>Salas, Damas</b>			Special Operations	Sergeant	67.75	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Hours	Trk No.	
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	4.00	36	
AZ POST Shoot	Firearms	Firearms Qualification	Ted's Shooting Range	5/14/2016	5/14/2016 - 5/14/2016	4.00	43	
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	4.00	44	
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	9/12/2016	9/12/2016 - 9/12/2016	4.00	31	

# Training By Officer / Name Of Training



* - Has Certificate

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		
<b>Salas, Damas</b>			Special Operations	Sergeant	67.75	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
Basic Cell Phone Tracking for First Responders	Tracking	Continuing Training	Mesa PD	3/11/2015	3/11/2015 - 3/11/2015	8.00	157		
Investigating Prescription Drug Crimes	Narcotics	Continuing Training	AZ HIDTA	9/25/2015	9/25/2015 - 9/25/2015	8.00	159		
Law Enforcement Resilience	Mental Health	Continuing Training	Mesa, Arizona	5/5/2016	5/5/2016 - 5/5/2016	7.75	73		
Public Safety Prof. Resp. Mental Illness	Mental Health	Continuing Training	Mesa PD	9/29/2015	9/29/2015 - 9/29/2015	8.00	158		
Street Medicine	First Responders	Proficiency Training	AZ Attorney General's Office	5/11/2016	5/11/2016 - 5/11/2016	4.00	74		
* TASER Training Academy	Tasers	Other	Not Listed	3/10/2015	3/10/2015 - 3/10/2015	16.00	155		
<b>Total Class Hours:</b>	<b>67.75</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>67.75</b>		
In-Service Hrs:	4.00	CALEA Hrs:	0.00	State Approved Hrs:	63.75	Dept Required Hrs:	20.00	State Required Hrs:	20.00

Officers		ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours		
<b>Strabala, Cecilia</b>			Special Investigatio	Sergeant	16.00	\$0.00			
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4.00	30		
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	4.00	36		
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	3/4/2016	3/4/2016 - 3/4/2016	4.00	44		
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4.00	45		
<b>Total Class Hours:</b>	<b>16.00</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>16.00</b>		
In-Service Hrs:	0.00	CALEA Hrs:	0.00	State Approved Hrs:	12.00	Dept Required Hrs:	16.00	State Required Hrs:	16.00

# Training By Officer / Name Of Training



* = Has Certificate

Officers	ID No.	Current Division	Current Rank	Total Training Hours	Training Expenses	Officer Training Hours	Trk No.
<b>Traett, Tim</b>		Internal Affairs	Sergeant	43.00	\$0.00		
Name Of Training	Type Of Training	Category	Location	Attended	Training Dates	Officer Training Hours	Trk No.
2015 Legal Updates	Legal Updates	Continuing Training	DES Training Center	12/18/2015	12/18/2015 - 12/18/2015	2.00	93
Arizona Immigration Laws-Re-Chaptered 2012	Immigration/Customs	Continuing Training	DES Training Center	12/4/2015	12/4/2015 - 12/4/2015	2.00	180
AZ POST Shoot	Firearms	Firearms Qualification	ALEA	8/12/2015	8/12/2015 - 8/12/2015	2.00	161
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	12/9/2015	12/9/2015 - 12/9/2015	2.00	176
AZ POST Shoot	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4.00	30
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	ADOT	12/15/2015	12/15/2015 - 12/15/2015	1.00	175
AZ POST Shoot-Judgement	Firearms	Firearms Qualification	Ben Avery	4/5/2016	4/5/2016 - 4/5/2016	4.00	48
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	12/9/2015	12/9/2015 - 12/9/2015	2.00	177
AZ POST Shoot-Low Light	Firearms	Firearms Qualification	Ben Avery	2/4/2016	2/4/2016 - 2/4/2016	4.00	45
Civil Process/Address Confidentiality	Civil	Continuing Training	DES Training Center	12/4/2015	12/4/2015 - 12/4/2015	1.00	179
Five Levels of Leadership	Management	Continuing Training	DES-OIG	9/14/2016	9/14/2016 - 9/14/2016	8.00	97
Social Media	Social Media	Continuing Training	Globe PD	2/24/2015	2/24/2015 - 2/24/2015	3.00	160
* Sovereign Citizen Extremists	Terrorism / WMD	Continuing Training	DES-OIG	12/4/2015	11/18/2015 - 11/18/2015	4.00	152
Street Medicine	First Responders	Proficiency Training	AZ Attorney General's Office	5/11/2016	5/11/2016 - 5/11/2016	4.00	74
<b>Total Class Hours:</b>	<b>43.00</b>	<b>Total Overtime Hours:</b>	<b>0.00</b>	<b>Total Other Hours:</b>	<b>0.00</b>	<b>Total Training Hours:</b>	<b>43.00</b>
In-Service Hrs:	7.00	CALEA Hrs:	0.00	State Approved Hrs:	43.00	Dept Required Hrs:	26.00
						State Required Hrs:	30.00

# Training By Officer / Name Of Training



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16 Different Officers Listed		Total Class Hours: 976.00		Total Officer Training Hours: 948.00	
118 Different Training Classes		Total Other Hours: 0.00		Total Overtime Hours: 0.00	
In-Service Hrs: 77.00	CALEA Hrs: 0.00	State Approved Hrs: 860.25	Dept Required Hrs: 364.00	State Required Hrs: 341.00	

# Firearms Training By Officer



* = Has Certificate

* = Additional Firearm Shot

Babros, Kristopher		19.00 Hrs		Total Rnds	Firearm Used								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
10/28/2016	AZ POST Shoot-Judgement 2018-04JDG	0401016	98	2.00		P	Back-Up	Sig Sauer	P226	9 MM	0	U711244	
2/4/2016	AZ POST Shoot 2018-04 AZ POST	02042016	30	2.00	210.0	P	Duty	Glock	27	40	100	GBD404	
2/4/2016	AZ POST Shoot 2018-04 AZ POST	02042016	30	* ----	210.0	P	Off-Duty	Sig Sauer	40	40	100	HPN0487	
2/4/2016	AZ POST Shoot-Low Light 2018-04 AZ POST	22016	45	2.00	210.0	P	Duty	Glock	27	40	100	GBD404	
2/4/2016	AZ POST Shoot-Low Light 2018-04 AZ POST	22016	45	* ----	210.0	P	Off-Duty	S&W	MP40C	40	100	HPN0487	
9/4/2015	AZ POST Shoot 2018-04 AZ POST	090415	99	2.00	210.0	P	Duty	S&W	40MMPC	40	100	HPN0487	
4/2/2015	SIU-Undercover Concealed Carry 15-011	110	110	3.00		P					0		
3/18/2015	AZ POST Shoot 2018-04 AZ POST	090415	99	2.00	210.0	P	Duty	Glock	27	40	50	GBD404	
3/18/2015	AZ POST Shoot-Low Light 2018-04 AZ POST	09122016	31	2.00	210.0	P	Duty	Glock	27	40	50	GBD404	
1/23/2015	AZ POST Shoot 2018-04 AZ POST	090415	99	2.00	220.0	P	Duty	Glock	27	40	50	GBD404	
1/23/2015	AZ POST Shoot-Judgement 2018-04JDG	092016	41	2.00		P	Duty	Glock	27	40	0	GBD404	
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 19.00		Dept Required Hrs: 16.00		State Required Hrs: 15.00					

Badilla, Sergio		4.00 Hrs		Total Rnds	Firearm Used								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
9/2/2016	Firearms Qualification 2018-04	09022016	5	* 4.00	230.0	P	Duty	Glock	17	9 MM	250	BCGZ217	
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00					

Baldriche, Arthur		4.00 Hrs		Total Rnds	Firearm Used								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
9/16/2016	Firearms Qualification 2018-04	09162016	10	* 4.00	210.0	P	Duty	Glock	17	9 MM	250	BCGZ228	
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00					

# Firearms Training By Officer



* = Has Certification  
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<b>Bonadle, Carlyle</b>		<b>4.00 Hrs</b>		<b>Total Rnds</b>		<b>Firearm Used</b>						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
9/16/2016	Firearms Qualification	09162016	10	* 4.00	215.0	P	Duty	Glock	17	9 MM	250	BCGZ229
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00				

<b>Buhrow, Lauren</b>		<b>12.00 Hrs</b>		<b>Total Rnds</b>		<b>Firearm Used</b>						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
9/22/2016	AZ POST Shoot	09022016AZ	24	4.00	230.0	P	Duty	Glock	23	40	150	BCSR830
9/22/2016	AZ POST Shoot	09022016AZ	24	* ----	235.0	P	Duty	Glock	19	40	100	BCDB839
9/12/2016	AZ POST Shoot-Judgement	092016	41	2.00	230.0	P	Duty	Glock	27	40	250	EUL1094S
9/12/2016	AZ POST Shoot-Low Light	09122016	31	2.00	230.0	P	Duty	Glock	27	40	100	EUL1094S
8/26/2016	AZ POST Shoot	08262016	37	4.00	230.0	P	Duty	Glock	22	40	150	AHC881US
8/26/2016	AZ POST Shoot	08262016	37	* ----	235.0	P	Duty	Glock	19	40	50	BCDB839
8/26/2016	AZ POST Shoot	08262016	37	* ----	230.0	P	Duty	Glock	27	40	50	EUL1094S
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 12.00		Dept Required Hrs: 12.00		State Required Hrs: 12.00				

<b>Calkins, David</b>		<b>4.00 Hrs</b>		<b>Total Rnds</b>		<b>Firearm Used</b>						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
10/27/2016	Firearms Qualification	10282016	14	4.00	210.0	P	Duty	Glock	19	9 MM	250	BCHV855
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 4.00		Dept Required Hrs: 4.00		State Required Hrs: 4.00				

<b>Candelario, Gerardo</b>		<b>4.00 Hrs</b>		<b>Total Rnds</b>		<b>Firearm Used</b>						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
10/28/2016	Firearms Qualification	10282016	14	4.00	230.0	P	Duty	Glock	19	9 MM	250	BCHV855
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 4.00		Dept Required Hrs: 4.00		State Required Hrs: 4.00				

# Firearms Training By Officer



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<b>Coburn, Stephen</b>		<b>4.00 Hrs</b>		<b>Total Rnds</b> 250		<b>Firearm Used</b>						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
9/2/2016	Firearms Qualification	09022016	5	* 4.00	230.0	P	Duty	Glock	19	9 MM	250	BCDB830
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 6.00				

<b>Contreras, Carlos</b>		<b>26.00 Hrs</b>		<b>Total Rnds</b> 1,400		<b>Firearm Used</b>						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
4/19/2016	AZ POST Shoot-Low Light	04192016	34	4.00	210.0	P	Duty	Sig Sauer	P229	40	250	ADU11183
4/11/2016	AZ POST Shoot	04112016	38	4.00	220.0	P	Duty	Sig Sauer	P229	40	250	ADU11183
4/1/2016	AZ POST Shoot-Judgement	04012016	33	4.00	220.0	P	Duty	Sig Sauer	P229	40	250	ADU07378
4/1/2016	AZ POST Shoot-Judgement	04012016	33	* ----	220.0	P	Duty	Sig Sauer	P229	40	50	ADU11183
6/22/2015	AZ POST Shoot	172	172	2.00		P					250	
6/22/2015	AZ POST Shoot-Low Light	171	171	2.00		P					250	
6/2/2015	AZ POST Shoot-Judgement	165	165	1.00		P					0	
5/11/2015	AZ POST Shoot	164	164	4.00	210.0	P	Duty	Sig Sauer	P228	40	0	ADU07378
5/11/2015	AZ POST Shoot	164	164	* ----	240.0	P	Duty	Sig Sauer	P229	40	50	ADU11183
5/11/2015	AZ POST Shoot	164	164	* ----	95.0	P	Rifle	Bushmaster	AR-15	223	50	LE091283
5/8/2015	AZ POST Shoot-Judgement	147	147	1.00		P					0	
5/8/2015	Firearms Reality Based Training	148	148	4.00		P					0	
In-Service Hrs: 2.00		CALEA Hrs: 0.00		State Approved Hrs: 26.00		Dept Required Hrs: 26.00		State Required Hrs: 26.00				

<b>Corey, James</b>		<b>10.00 Hrs</b>		<b>Total Rnds</b> 860		<b>Firearm Used</b>						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
4/5/2016	AZ POST Shoot-Judgement	452016	46	4.00	210.0	P	Duty	Sig Sauer	P226	9 MM	210	UU826363
2/4/2016	AZ POST Shoot	02042016	30	4.00	210.0	P	Duty	S&W	MP40C	40	250	HPL9218

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Corey, James		19.00 Hrs		Total Rnds	Firearm Used							
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
2/4/2016	AZ POST Shoot-Low Light 2016-04 AZ POST	22016	45	4.00	210.0	P	Duty	S&W	MP40C	40	250	HPL9218
9/11/2015	AZ POST Shoot 2016-04 AZ POST	151	151	2.00	210.0	P	Duty	S&W	MP40C	40	50	HPL9218
6/2/2015	AZ POST Shoot-Judgement 2016-04 JDG	185	165	1.00		P					0	
3/19/2015	AZ POST Shoot 2016-04 AZ POST	167	167	2.00	210.0	P	Duty	Glock	19	9 MM	50	HS302US
3/19/2015	AZ POST Shoot-Low Light 2016-04 POST	168	168	2.00	210.0	P	Duty	Sig Sauer	P226	9 MM	50	UU826383
In-Service Hrs: 5.00		CALEA Hrs: 0.00		State Approved Hrs: 19.00		Dept Required Hrs: 19.00		State Required Hrs: 19.00				

Correa, Manuel		8.00 Hrs		Total Rnds	Firearm Used							
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
9/9/2016	Firearms Qualification 2016-04	09092016	8	* 4.00	220.0	P	Duty	Glock	17	9 MM	250	BCGZ225
9/2/2016	Firearms Qualification 2016-04	09022016	5	4.00	190.0	F	Duty	Glock	17	9 MM	250	BCGZ225
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 8.00		State Required Hrs: 0.00				

Cuellar, Paul		6.00 Hrs		Total Rnds	Firearm Used							
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
12/1/2016	Self Practice Range Time 2016-04 SPRT	102016	29	1.00		P					0	
11/21/2016	Self Practice Range Time 2016-04 SPRT	102016	29	1.00		P					0	
10/26/2016	AZ POST Shoot 2016-04 AZ POST	10252016AZ	18	* 4.00	245.0	P	Duty	Glock	19	9 MM	150	BBWW807
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 4.00		Dept Required Hrs: 4.00		State Required Hrs: 4.00				

Dimbat, Charles		19.00 Hrs		Total Rnds	Firearm Used							
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
4/5/2016	AZ POST Shoot-Judgement 2016-04 JDG	452016	48	4.00	210.0	P	Duty	Sig Sauer	P226	9 MM	250	UU826383
2/4/2016	AZ POST Shoot 2016-04 AZ POST	02042016	30	4.00	210.0	P	Duty	S&W	MP40C	40	150	HPN0780



## Firearms Training By Officer



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Dimbat, Charles		19.00 Hrs		Total Rnds 850		Firearm Used						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
2/4/2016	AZ POST Shoot 2018-04 AZ POST	02042016	30	* ----	210.0	P	Back-Up	Glock	27	40	100	LTU933
2/4/2016	AZ POST Shoot-Low Light 2018-04 AZ POST	22016	45	4.00	210.0	P	Duty	S&W	MP40C	40	100	HPN0790
2/4/2016	AZ POST Shoot-Low Light 2018-04 AZ POST	22016	45	* ----	210.0	P	Back-Up	Glock	27	40	100	LTU933
9/4/2015	AZ POST Shoot 2018-04 AZ POST	090415	99	2.00	210.0	P	Duty	S&W	MP40C	40	50	HPN0790
6/2/2015	AZ POST Shoot-Judgement 2018-04 JDG	165	165	1.00		P					0	
3/19/2015	AZ POST Shoot 2018-04 AZ POST	167	167	2.00	210.0	P	Duty	Glock	27	40	50	LTU933
3/19/2015	AZ POST Shoot-Low Light 2018-04 POST	168	168	2.00	210.0	P	Duty	Glock	27	40	50	LTU933
In-Service Hrs: 3.00		CALEA Hrs: 0.00		State Approved Hrs: 19.00		Dept Required Hrs: 19.00		State Required Hrs: 19.00				

Donnelly, James		4.00 Hrs		Total Rnds 250		Firearm Used						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
10/28/2016	Firearms Qualification 2018-04	10282016	14	4.00	210.0	P	Duty	Glock	19	9 MM	250	BCHV858
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 4.00		Dept Required Hrs: 4.00		State Required Hrs: 4.00				

Doucet, Dale		17.00 Hrs		Total Rnds 850		Firearm Used						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
4/5/2016	AZ POST Shoot-Judgement 2018-04 JDG	452016	45	4.00	210.0	P	Duty	Sig Sauer	P226	9 MM	250	UU626383
2/4/2016	AZ POST Shoot 2018-04 AZ POST	02042016	30	4.00	210.0	P	Duty	S&W	MP40C	40	250	HPN0489
2/4/2016	AZ POST Shoot-Low Light 2018-04 AZ POST	22016	45	4.00	210.0	P	Duty	S&W	MP40C	40	250	HPN0489
12/15/2015	AZ POST Shoot-Judgement 2018-04 JDG	169	169	1.00		P					0	
11/2/2015	AZ POST Shoot-Low Light 2018-04 POST	170	170	2.00	210.0	P	Duty	S&W	MP40C	40	50	HPN0489
9/11/2015	AZ POST Shoot 2018-04 AZ POST	151	151	2.00	210.0	P	Duty	S&W	MP40C	40	50	HPN0489
In-Service Hrs: 3.00		CALEA Hrs: 0.00		State Approved Hrs: 17.00		Dept Required Hrs: 17.00		State Required Hrs: 17.00				

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<b>Duncan-Turner, Tamika</b>		<b>4.00 Hrs</b>		<b>Total Rnds</b>		<b>Firearm Used</b>						
				<b>250</b>								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
7/29/2016	Firearms Qualification	07292016	12	4.00	235.0	P	Duty	Glock	19	9 MM	250	BCDB833
		2016-04										
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 4.00		Dept Required Hrs: 4.00		State Required Hrs: 4.00				

<b>Flores, David</b>		<b>8.00 Hrs</b>		<b>Total Rnds</b>		<b>Firearm Used</b>						
				<b>550</b>								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
11/4/2016	Firearms Qualification	11042016	15	* 4.00	210.0	P	Duty	Glock	19	9 MM	300	BCHV888
		2016-04										
10/28/2016	Firearms Qualification	10282016	14	4.00	180.0	F	Duty	Glock	19	9 MM	250	BCHV888
		2016-04										
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 4.00		Dept Required Hrs: 8.00		State Required Hrs: 4.00				

<b>Foldesh, Bill</b>		<b>25.00 Hrs</b>		<b>Total Rnds</b>		<b>Firearm Used</b>						
				<b>850</b>								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
4/19/2016	AZ POST Shoot-Low Light	04192016	34	4.00	210.0	P	Duty	S&W	MP40C	40	250	HPN0484
		2016-04 AZ POST										
3/4/2016	AZ POST Shoot	03042016	36	4.00	210.0	P	Duty	S&W	MP40C	40	250	HPN0484
		2016-04 AZ POST										
3/4/2016	AZ POST Shoot	03042016	36	2.00	210.0	P	Duty	S&W	MP40C	40	50	HPN0484
		2016-04 AZ POST										
3/4/2016	AZ POST Shoot-Judgement	032016	44	4.00		P					0	
		2016-04 JDG										
9/3/2015	AZ POST Shoot	090415	99	2.00	210.0	P	Duty	S&W	MP40C	40	100	HPN0484
		2016-04 AZ POST										
6/22/2015	AZ POST Shoot	181	181	2.00	210.0	P	Duty	Sig Sauer	P226	40	50	U594832
		2016-04 AZ POST										
6/22/2015	AZ POST Shoot-Low Light	182	182	2.00	210.0	P	Duty	Sig Sauer	P226	40	50	U594832
		2016-04 AZ POST										
6/19/2015	AZ POST Shoot	172	172	2.00	210.0	P	Duty	Sig Sauer	P226	40	50	U594832
		2016-04 AZ POST										
6/19/2015	AZ POST Shoot-Judgement	173	173	1.00		P					0	
		2016-04 JDG										
6/19/2015	AZ POST Shoot-Low Light	171	171	2.00	210.0	P	Duty	Sig Sauer	P226	40	50	U594832
		2016-04 AZ POST										
In-Service Hrs: 2.00		CALEA Hrs: 0.00		State Approved Hrs: 19.00		Dept Required Hrs: 25.00		State Required Hrs: 25.00				

# Firearms Training By Officer



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<b>Gonzales, Vicente</b>		<b>4.00 Hrs</b>		<b>Total Rnds</b>		<b>Firearm Used</b>						
				<b>250</b>								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
7/29/2016	Firearms Qualification	07292016	12	* 4.00	210.0	P	Duty	Glock	19	9 MM	250	BCD8627
2016-04												
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 4.00		Dept Required Hrs: 4.00		State Required Hrs: 4.00				

<b>Hampton, Desree</b>		<b>4.00 Hrs</b>		<b>Total Rnds</b>		<b>Firearm Used</b>						
				<b>250</b>								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
9/2/2016	Firearms Qualification	09022016	5	* 4.00	215.0	P	Duty	Glock	17	9 MM	250	BCDB6388
2016-04												
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00				

<b>Hill, John</b>		<b>4.00 Hrs</b>		<b>Total Rnds</b>		<b>Firearm Used</b>						
				<b>250</b>								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
9/2/2016	Firearms Qualification	09022016	5	* 4.00	240.0	P	Duty	Glock	17	9 MM	250	BCGZ224
2016-04												
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00				

<b>Howe, Lynn</b>		<b>12.00 Hrs</b>		<b>Total Rnds</b>		<b>Firearm Used</b>						
				<b>750</b>								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
9/12/2016	AZ POST Shoot-Judgement	092016	41	4.00	210.0	P	Duty	Beretta	NANO	9 MM	250	NU130547
9/12/2016	AZ POST Shoot-Low Light	09122016	31	4.00	210.0	P	Duty	Beretta	NANO	9 MM	250	NU130547
8/26/2016	AZ POST Shoot	08262016	37	4.00	210.0	P	Duty	Beretta	NANO	9 MM	250	NU130547
2016-04 AZ POST												
2016-04JDDG												
2016-04 AZ POST												
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 12.00		Dept Required Hrs: 12.00		State Required Hrs: 12.00				

<b>Ibrm, Johni</b>		<b>4.00 Hrs</b>		<b>Total Rnds</b>		<b>Firearm Used</b>						
				<b>250</b>								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
9/2/2016	Firearms Qualification	09022016	5	* 4.00	215.0	P	Duty	Glock	17	9 MM	250	BCGZ216
2016-04												
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00				

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Johnson, James		4.00 Hrs		Total Rnds	Firearm Used								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
7/29/2016	Firearms Qualification	07292016	12	* 4.00	215.0	P	Duty	Glock	19	9 MM	250	BCDB825	
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 4.00		Dept Required Hrs: 4.00		State Required Hrs: 4.00					

Johnson, Jaron		4.00 Hrs		Total Rnds	Firearm Used								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
9/2/2016	Firearms Qualification	09022016	5	* 4.00	210.0	P	Duty	Glock	17	9 MM	250	BCGZ218	
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00					

Jordan, Terrance		4.00 Hrs		Total Rnds	Firearm Used								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
9/16/2016	Firearms Qualification	09162016	10	* 4.00	220.0	P	Duty	Glock	17	9 MM	250	BCGZ227	
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00					

Kelsh, Anthony		4.00 Hrs		Total Rnds	Firearm Used								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
9/2/2016	Firearms Qualification	09022016	5	* 4.00	220.0	P	Duty	Glock	17	9 MM	250	BCGZ223	
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00					

King, Gregory		4.00 Hrs		Total Rnds	Firearm Used								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
9/2/2016	Firearms Qualification	09022016	5	* 4.00	230.0	P	Duty	Glock	17	9 MM	250	BCGZ221	
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00					

LaBounty, Gary		4.00 Hrs		Total Rnds	Firearm Used								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
9/2/2016	Firearms Qualification	09022016	5	* 4.00	230.0	P	Duty	Glock	17	9 MM	250	BCGZ215	

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<b>LaBourty, Gary</b>				<b>4.00 Hrs</b>		<b>Total Rnds</b> 250		<b>Firearm Used</b>					
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00					

<b>Loftus, Charles</b>				<b>24.00 Hrs</b>		<b>Total Rnds</b> 1,650		<b>Firearm Used</b>					
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
11/18/2016	AZ POST Shoot <small>2018-04 AZ POST</small>	26	26	4.00	225.0	P	Other	Glock	23	9 MM	150	BCSR831	
4/19/2016	AZ POST Shoot-Low Light <small>2018-04 AZ POST</small>	04192016	34	4.00	225.0	P	Duty	Glock	43	9 MM	250	2MY083	
4/11/2016	AZ POST Shoot <small>2018-04 AZ POST</small>	04112016	38	4.00	225.0	P	Duty	Glock	43	9 MM	250	2MY083	
4/2/2016	AZ POST Shoot-Judgement <small>2018-04JDG</small>	04022016	39	4.00	225.0	P	Duty	Glock	43	9 MM	250	2MY083	
4/1/2016	AZ POST Shoot-Judgement <small>2018-04JDG</small>	04012016	33	4.00	225.0	P	Duty	Glock	43	9 MM	250	2MY083	
6/22/2015	AZ POST Shoot <small>2018-04 AZ POST</small>	172	172	2.00		P					250		
6/22/2015	AZ POST Shoot-Low Light <small>2018-04 AZ POST</small>	171	171	2.00		P					250		
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 24.00		Dept Required Hrs: 24.00		State Required Hrs: 24.00					

<b>Martinez, Fernando</b>				<b>4.00 Hrs</b>		<b>Total Rnds</b> 250		<b>Firearm Used</b>					
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
9/2/2016	Firearms Qualification <small>2018-04</small>	09022016	5	4.00	220.0	P	Duty	Glock	17	9 MM	250	BCDB831	
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00					

<b>McCabe, Scott</b>				<b>4.00 Hrs</b>		<b>Total Rnds</b> 250		<b>Firearm Used</b>					
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
9/2/2016	Firearms Qualification <small>2018-04</small>	09022016	5	* 4.00	230.0	P	Duty	Glock	17	9 MM	250	BCGZ228	
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00					

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Nejo, Reynolds		8.00 Hrs		Total Rnds		Firearm Used						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
9/12/2016	AZ POST Shoot-Judgement 2018-04JDO	092016	41	2.00	245.0	P	Duty	Glock	17	9 MM	250	BCDB832
9/12/2016	AZ POST Shoot-Low Light 2018-04 AZ POST	09122016	31	2.00	210.0	P	Duty	Glock	17	9 MM	250	BCDB832
7/29/2016	AZ POST Shoot 2018-04POST	07292016AZ	23	4.00	230.0	P	Duty	Glock	17	9 MM	250	BCDB832
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 8.00		Dept Required Hrs: 8.00		State Required Hrs: 8.00				

Olney, Jon		34.00 Hrs		Total Rnds		Firearm Used						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
12/1/2016	Self Practice Range Time 2018-04SPRT	102016	29	1.00		P					0	
11/21/2016	Self Practice Range Time 2018-04SPRT	102016	29	1.00		P					0	
10/26/2016	AZ POST Shoot 2018-04 AZ POST	10252016AZ	16	* 4.00	245.0	P	Duty	Glock	19	9 MM	150	BCHV872
1/28/2016	2016 Reality Based and Judgmental Training 2722.67	117	117	4.00		P					0	
1/27/2016	AZ POST Shoot-Judgement 2018-04JDO	115	115	2.00	100.0	P					0	
1/27/2016	AZ POST Shoot-Low Light 2018-04POST	114	114	4.00	235.0	P	Other	Glock	G35	40	100	XCE941
1/27/2016	AZ POST Shoot-Low Light 2018-04POST	114	114	* —	100.0	P	Rifle	Bushmaster	AR-15	223	100	LE061641
1/27/2016	Firearms Instructor In-Service 2016 3118.38	118	118	16.00		P					0	
11/2/2015	AZ POST Shoot-Low Light 2018-04POST	170	170	2.00		P					100	
In-Service Hrs: 16.00		CALEA Hrs: 0.00		State Approved Hrs: 32.00		Dept Required Hrs: 12.00		State Required Hrs: 16.00				

Reynolds, Marcia		4.00 Hrs		Total Rnds		Firearm Used						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
9/2/2016	Firearms Qualification 2018-04	09022016	5	* 4.00	235.0	P	Duty	Glock	17	9 MM	250	BCGZ219
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00				

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Roberts, Mark		27.00 Hrs		Total Rnds	Firearm Used								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
11/18/2016	AZ POST Shoot <small>2018-04 AZ POST</small>	26	28	4.00	240.0	P	Duty	Glock	19	9 MM	150	BDGS832	
9/12/2016	AZ POST Shoot-Judgement <small>2018-04/DG</small>	092016	41	4.00	245.0	P	Duty	Glock	19	9 MM	150	DUY690	
9/12/2016	AZ POST Shoot-Low Light <small>2018-04 AZ POST</small>	09122016	31	0.00	245.0	P	Duty	Glock	19	9 MM	100	DUY690	
4/22/2016	AZ POST Shoot <small>2018-04 AZ POST</small>	04222016	42	4.00	240.0	P	Duty	Glock	19	9 MM	150	DUY690	
4/22/2016	AZ POST Shoot <small>2018-04 AZ POST</small>	04222016	42	* ----	215.0	P	Duty	Glock	23	9 MM	100	RDP826	
10/21/2015	AZ POST Shoot <small>AZAG8182016-10</small>	141	141	2.00	210.0	P					0		
10/21/2015	AZ POST Shoot-Low Light <small>AZAG8182016-10</small>	140	140	2.00	210.0	P					0		
10/14/2015	AZ POST Shoot <small>AZAG8182016-10</small>	139	139	4.00	210.0	P					0		
10/14/2015	AZ POST Shoot-Judgement <small>AZAG8182016-10</small>	137	137	1.00		P					0		
10/14/2015	AZ POST Shoot-Low Light <small>AZAG8182016-10</small>	138	138	2.00	210.0	P					0		
3/30/2015	AZ POST Shoot <small>AZAG8182016-10</small>	136	136	2.00	210.0	P					0		
3/19/2015	AZ POST Shoot-Low Light <small>2018-04POST</small>	168	168	2.00		P					0		
In-Service Hrs: 9.00		CALEA Hrs: 0.00		State Approved Hrs: 27.00		Dept Required Hrs: 27.00		State Required Hrs: 27.00					

Roberts, Titus		8.00 Hrs		Total Rnds	Firearm Used								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
11/18/2016	Firearms Qualification <small>2018-04</small>	Scheduled	27	4.00	245.0	P	Duty	Glock	19	9 MM	150	BCDG839	
9/16/2016	Firearms Qualification <small>2018-04</small>	09162016	10	* 4.00	245.0	P	Duty	Glock	17	9 MM	250	KWX778	
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 4.00		Dept Required Hrs: 8.00		State Required Hrs: 0.00					

Robertson, Warren		4.00 Hrs		Total Rnds	Firearm Used								
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #	
11/18/2016	Firearms Qualification <small>2018-04</small>	Scheduled	27	4.00	240.0	P	Duty	Glock	19	9 MM	150	BCDB639	

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<b>Robertson, Warren</b>		<b>4.00 Hrs</b>		<b>Total Rnds</b> 150		<b>Firearm Used</b>						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 4.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00				

<b>Salas, Damas</b>		<b>17.00 Hrs</b>		<b>Total Rnds</b> 1,250		<b>Firearm Used</b>						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
9/12/2016	AZ POST Shoot-Low Light <small>2016-04 AZ POST</small>	09122016	31	4.00	210.0	P	Duty	Glock	22	40	150	YDM072
9/12/2016	AZ POST Shoot-Low Light <small>2016-04 AZ POST</small>	09122016	31	* ---	210.0	P	Duty	S&W	MP40C	40	100	HPN0796
5/14/2016	AZ POST Shoot <small>2016-04 AZ POST</small>	05142016	43	4.00	235.0	P	Duty	Glock	22	40	250	YDM072
3/4/2016	AZ POST Shoot <small>2016-04 AZ POST</small>	03042016	38	4.00	210.0	P	Duty	S&W	MP40C	40	250	HPN0796
3/4/2016	AZ POST Shoot-Judgement <small>2016-04JDG</small>	032016	44	4.00	210.0	P	Duty	S&W	MP40C	40	250	HPN0796
6/19/2015	AZ POST Shoot-Judgement <small>2016-04JDG</small>	173	173	1.00		P					250	
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 13.00		Dept Required Hrs: 17.00		State Required Hrs: 17.00				

<b>Speck, Michael</b>		#96368	<b>4.00 Hrs</b>		<b>Total Rnds</b> 250		<b>Firearm Used</b>					
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
9/2/2016	Firearms Qualification <small>2016-04</small>	09022016	5	* 4.00	215.0	P	Duty	Glock	17	9 MM	250	BCQ222
In-Service Hrs: 0.00		CALEA Hrs: 0.00		State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00				

<b>Strabala, Cecilia</b>		<b>17.00 Hrs</b>		<b>Total Rnds</b> 1,250		<b>Firearm Used</b>						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
3/4/2016	AZ POST Shoot <small>2016-04 AZ POST</small>	03042016	36	4.00	210.0	P	Duty	Glock	22	40	250	HEU120
3/4/2016	AZ POST Shoot-Judgement <small>2016-04JDG</small>	032016	44	4.00	210.0	P	Duty	Glock	22	40	250	HEU120
2/4/2016	AZ POST Shoot <small>2016-04 AZ POST</small>	02042016	30	4.00	210.0	P	Duty	S&W	MP40C	40	250	HPN0782
2/4/2016	AZ POST Shoot-Low Light <small>2016-04 AZ POST</small>	22016	45	4.00	210.0	P	Duty	S&W	MP40C	40	250	HPN0782
6/19/2015	AZ POST Shoot-Judgement <small>2016-04JDG</small>	173	173	1.00		P					250	



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<b>Strabala, Cecilia</b>		<b>17.00 Hrs</b>		<b>Total Rnds</b> 1,250		<b>Firearm Used</b>						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
	In-Service Hrs: 0.00	CALEA Hrs: 0.00	State Approved Hrs: 13.00		Dept Required Hrs: 17.00		State Required Hrs: 17.00					

<b>Thompson, Thomas</b>		<b>4.00 Hrs</b>		<b>Total Rnds</b> 250		<b>Firearm Used</b>						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
9/2/2016	Firearms Qualification	09022016	5	4.00	220.0	P	Duty	Glock	17	9 MM	250	BCGZ220
	In-Service Hrs: 0.00	CALEA Hrs: 0.00	State Approved Hrs: 0.00		Dept Required Hrs: 4.00		State Required Hrs: 0.00					

<b>Truett, Tim</b>		<b>19.00 Hrs</b>		<b>Total Rnds</b> 900		<b>Firearm Used</b>						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
4/5/2016	AZ POST Shoot-Judgement	452016	48	4.00	210.0	P	Duty	Sig Sauer	P228	9 MM	250	UU628363
2/4/2016	AZ POST Shoot	02042016	30	4.00	210.0	P	Duty	S&W	MP40C	40	250	HPN0801
2/4/2016	AZ POST Shoot-Low Light	22016	45	4.00	210.0	P	Duty	S&W	MP40C	40	250	HPN0801
12/15/2015	AZ POST Shoot-Judgement	175	175	1.00		P					0	
12/9/2015	AZ POST Shoot	176	176	2.00	210.0	P	Duty	S&W	MP40C	40	50	HPN0801
12/9/2015	AZ POST Shoot-Low Light	177	177	2.00	210.0	P	Duty	S&W	MP40C	40	50	HPN0801
8/12/2015	AZ POST Shoot	161	161	2.00	215.0	P	Duty	Glock	23	40	50	VZD489
	In-Service Hrs: 3.00	CALEA Hrs: 0.00	State Approved Hrs: 19.00		Dept Required Hrs: 19.00		State Required Hrs: 19.00					

<b>Turner, Charles</b>		<b>4.00 Hrs</b>		<b>Total Rnds</b> 250		<b>Firearm Used</b>						
Attended	Name Of Training	Training No.	Trk No.	Hours	Score	P/F	Type	Brand	Model	Cal.	Rnds	Serial #
7/29/2016	Firearms Qualification	07292016	12	* 4.00	220.0	P	Duty	Glock	19	9 MM	250	BCDB826
	In-Service Hrs: 0.00	CALEA Hrs: 0.00	State Approved Hrs: 4.00		Dept Required Hrs: 4.00		State Required Hrs: 4.00					

# Firearms Training By Officer



* = Has Certificate

* = Additional Firearm Shot

57 Training Records		9 Different Names Of Training		44 Different Officers Attended / Scheduled		Total Rounds Used: 21,710	
Total Officer Training Hours: 425.00		Total Class Hours: 503.00		Total Overtime Hrs: 0.00		Total Other Hrs: 0.00	
In-Service Hrs: 43.00		CALEA Hrs: 0.00		State Approved Hrs: 323.00		Dept Required Hrs: 398.00	
						State Required Hrs: 310.00	

# Firearms Training By Class, Type Firearm And Score

Includes Only Training Where Scores Are Entered



Has Certificate = *  
Additional Firearm Shot = *

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used		
02042016		2/4/2016 - 2/4/2016		4.00		30		1,450				
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Back-Up	210.0	Dimbat, Charles		AZ POST Shoot	*	2/4/2016	P	100	Glock	27	40	LTU933
Duty	210.0	Babros, Kristopher		AZ POST Shoot		2/4/2016	P	100	Glock	27	40	G8D404
	210.0	Corey, James		AZ POST Shoot		2/4/2016	P	250	S&W	MP40C	40	HPL9218
	210.0	Dimbat, Charles		AZ POST Shoot		2/4/2016	P	150	S&W	MP40C	40	HPN0790
	210.0	Doucet, Dale		AZ POST Shoot		2/4/2016	P	250	S&W	MP40C	40	HPN0489
	210.0	Strabala, Cecilia		AZ POST Shoot		2/4/2016	P	250	S&W	MP40C	40	HPN0782
	210.0	Truett, Tim		AZ POST Shoot		2/4/2016	P	250	S&W	MP40C	40	HPN0801
Off-Duty	210.0	Babros, Kristopher		AZ POST Shoot	*	2/4/2016	P	100	Sig Sauer	40	40	HPN0487

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used		
03042016		3/4/2016 - 3/4/2016		4.00		36		800				
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Duty	210.0	Foldesh, Bill		AZ POST Shoot		3/4/2016	P	50	S&W	MP40C	40	HPN0484
	210.0	Foldesh, Bill		AZ POST Shoot		3/4/2016	P	250	S&W	MP40C	40	HPN0484
	210.0	Salas, Damas		AZ POST Shoot		3/4/2016	P	250	S&W	MP40C	40	HPN0788
	210.0	Strabala, Cecilia		AZ POST Shoot		3/4/2016	P	250	Glock	22	40	HEU120

# Firearms Training By Class, Type Firearm And Score

Includes Only Training Where Scores Are Entered


 Has Certificate = *  
 Additional Firearm Shot = *

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used		
032016		3/4/2016 - 3/4/2016		4.00		44		500				
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Duty	210.0	Salas, Damas		AZ POST Shoot-Judgement	3/4/2016	P	250	S&W	MP40C	40	HPN0796	
	210.0	Strabala, Cecilia		AZ POST Shoot-Judgement	3/4/2016	P	250	Glock	22	40	HEU120	

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used		
04012016		4/1/2016 - 4/1/2016		4.00		33		550				
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Duty	225.0	Loftus, Charles		AZ POST Shoot-Judgement	4/1/2016	P	250	Glock	43	9 MM	2MY083	
	220.0	Contreras, Carlos		AZ POST Shoot-Judgement	4/1/2016	P	250	Sig Sauer	P229	40	ADU07378	
	220.0	Contreras, Carlos		AZ POST Shoot-Judgement	* 4/1/2016	P	50	Sig Sauer	P229	40	ADU11183	

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used		
04022016		4/2/2016 - 4/2/2016		4.00		39		250				
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Duty	225.0	Loftus, Charles		AZ POST Shoot-Judgement	4/2/2016	P	250	Glock	43	9 MM	2MY083	

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used		
04112016		4/11/2016 - 4/11/2016		4.00		38		500				
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Duty	225.0	Loftus, Charles		AZ POST Shoot	4/11/2016	P	250	Glock	43	9 MM	2MY083	
	220.0	Contreras, Carlos		AZ POST Shoot	4/11/2016	P	250	Sig Sauer	P229	40	ADU11183	

# Firearms Training By Class, Type Firearm And Score

Includes Only Training Where Scores Are Entered



Has Certificate = *  
Additional Firearm Shot = *

Training Number <b>04112016</b>			Training Dates 4/11/2016 - 4/11/2016		Class Hours 4.00		Tracking No. 38		Total Rounds Fired 500		Firearm Used		
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		

Training Number <b>04192016</b>			Training Dates 4/19/2016 - 4/19/2016		Class Hours 4.00		Tracking No. 34		Total Rounds Fired 750		Firearm Used		
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		
Duty	225.0	Lofus, Charles		AZ POST Shoot-Low Light	4/19/2016	P	250	Glock	43	9 MM	2MY083		
	210.0	Contreras, Carlos		AZ POST Shoot-Low Light	4/19/2016	P	250	Sig Sauer	P229	40	ADU11183		
	210.0	Foldesh, Bill		AZ POST Shoot-Low Light	4/19/2016	P	250	S&W	MP40C	40	HPN0484		

Training Number <b>04222016</b>			Training Dates 4/22/2016 - 4/22/2016		Class Hours 4.00		Tracking No. 42		Total Rounds Fired 250		Firearm Used		
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		
Duty	240.0	Roberts, Mark		AZ POST Shoot	4/22/2016	P	150	Glock	19	9 MM	DUY690		
	215.0	Roberts, Mark		AZ POST Shoot	* 4/22/2016	P	100	Glock	23	9 MM	RDP826		

Training Number <b>05142016</b>			Training Dates 5/14/2016 - 5/14/2016		Class Hours 4.00		Tracking No. 43		Total Rounds Fired 250		Firearm Used		
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		
Duty	235.0	Salas, Damas		AZ POST Shoot	5/14/2016	P	250	Glock	22	40	YDM072		

# Firearms Training By Class, Type Firearm And Score

Includes Only Training Where Scores Are Entered


 Has Certificate = *  
 Additional Firearm Shot = *

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used		
07292016		7/29/2016 - 7/29/2016		4.00		12		1,000				
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Duty	235.0	Duncan-Turner, Tamika		Firearms Qualification	7/29/2016	P	250	Glock	19	9 MM	BCDB833	
	220.0	Turner, Charles		Firearms Qualification	* 7/29/2016	P	250	Glock	19	9 MM	BCDB828	
	215.0	Johnson, James		Firearms Qualification	* 7/29/2016	P	250	Glock	19	9 MM	BCDB825	
	210.0	Gonzales, Vicente		Firearms Qualification	* 7/29/2016	P	250	Glock	19	9 MM	BCDB827	

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used		
07292016AZ		7/29/2016 - 7/29/2016		4.00		23		250				
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Duty	230.0	Nejo, Reynolds	#130343	AZ POST Shoot	7/29/2016	P	250	Glock	17	9 MM	BCDB832	

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used		
08262016		8/26/2016 - 8/26/2016		4.00		37		500				
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Duty	235.0	Buhrow, Lauren		AZ POST Shoot	* 8/26/2016	P	50	Glock	19	40	BCDB839	
	230.0	Buhrow, Lauren		AZ POST Shoot	* 8/26/2016	P	50	Glock	27	40	EUL1094S	
	230.0	Buhrow, Lauren		AZ POST Shoot	8/26/2016	P	150	Glock	22	40	AHC881US	
	210.0	Howe, Lynn		AZ POST Shoot	8/26/2016	P	250	Beretta	NANO	9 MM	NU130547	

# Firearms Training By Class, Type Firearm And Score

Includes Only Training Where Scores Are Entered


 Has Certificate = *  
 Ammunition Shot = *

Training Number		Training Dates	Class Hours	Tracking No.	Total Rounds Fired	Firearm Used											
09022016		9/2/2016 - 9/2/2016	4.00	5	3,750	Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #
Duty	240.0	Hill, John		Firearms Qualification	*	9/2/2016	P	250	Glock	17	9 MM	BCGZ224					
	235.0	Reynolds, Marcia		Firearms Qualification	*	9/2/2016	P	250	Glock	17	9 MM	BCGZ219					
	230.0	Badilla, Sergio		Firearms Qualification	*	9/2/2016	P	250	Glock	17	9 MM	BCGZ217					
	230.0	Coburn, Stephen		Firearms Qualification	*	9/2/2016	P	250	Glock	19	9 MM	BCDB630					
	230.0	King, Gregory		Firearms Qualification	*	9/2/2016	P	250	Glock	17	9 MM	BCGZ221					
	230.0	LaBounty, Gary		Firearms Qualification	*	9/2/2016	P	250	Glock	17	9 MM	BCGZ216					
	230.0	McCabe, Scott		Firearms Qualification	*	9/2/2016	P	250	Glock	17	9 MM	BCGZ226					
	220.0	Kelsh, Anthony		Firearms Qualification	*	9/2/2016	P	250	Glock	17	9 MM	BCGZ223					
	220.0	Martinez, Fernando		Firearms Qualification		9/2/2016	P	250	Glock	17	9 MM	BCDB631					
	220.0	Thompson, Thomas		Firearms Qualification		9/2/2016	P	250	Glock	17	9 MM	BCGZ220					
	215.0	Hampton, Desiree		Firearms Qualification	*	9/2/2016	P	250	Glock	17	9 MM	BCDB6388					
	215.0	Ibrm, Johni		Firearms Qualification	*	9/2/2016	P	250	Glock	17	9 MM	BCGZ216					
	215.0	Speck, Michael		Firearms Qualification	*	9/2/2016	P	250	Glock	17	9 MM	BCGZ222					
	210.0	Johnson, Jaron		Firearms Qualification	*	9/2/2016	P	250	Glock	17	9 MM	BCGZ218					
	190.0	Correa, Manual		Firearms Qualification		9/2/2016	F	250	Glock	17	9 MM	BCGZ225					

# Firearms Training By Class, Type Firearm And Score

Includes Only Training Where Scores Are Entered



Has Certificate = *  
 Annual Firearm Shot = *

Training Number <b>09022016AZ</b>			Training Dates 9/22/2016 - 9/22/2016		Class Hours 4.00		Tracking No. 24		Total Rounds Fired 250		Firearm Used		
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		
Duty	235.0	Buhrow, Lauren		AZ POST Shoot	*	9/22/2016	P	100	Glock	19	40	BCDB839	
	230.0	Buhrow, Lauren		AZ POST Shoot		9/22/2016	P	150	Glock	23	40	BCSR830	

Training Number <b>090415</b>			Training Dates 9/4/2015 - 9/4/2015		Class Hours 2.00		Tracking No. 99		Total Rounds Fired 350		Firearm Used		
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		
Duty	220.0	Babros, Kristopher		AZ POST Shoot		1/23/2015	P	50	Glock	27	40	GBD404	
	210.0	Babros, Kristopher		AZ POST Shoot		9/4/2015	P	100	S&W	40MMPC	40	HPN0467	
	210.0	Babros, Kristopher		AZ POST Shoot		3/18/2015	P	50	Glock	27	40	GBD404	
	210.0	Dimbat, Charles		AZ POST Shoot		9/4/2015	P	50	S&W	MP40C	40	HPN0790	
	210.0	Foldesh, Bill		AZ POST Shoot		9/3/2015	P	100	S&W	MP40C	40	HPN0484	

Training Number <b>09092016</b>			Training Dates 9/9/2016 - 9/9/2016		Class Hours 4.00		Tracking No. 9		Total Rounds Fired 250		Firearm Used		
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		
Duty	220.0	Correa, Manual		Firearms Qualification	*	9/9/2016	P	250	Glock	17	9 MM	BCGZ225	



# Firearms Training By Class, Type Firearm And Score

Includes Only Training Where Scores Are Entered


 Has Certificate = *  
 Additional Firearm Shot = *

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used	
09122016		9/12/2016 - 9/12/2016		4.00		31		1,000			
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #
Duty	245.0	Roberts, Mark		AZ POST Shoot-Low Light	9/12/2016	P	100	Glock	19	9 MM	DUY690
	230.0	Buhrow, Lauren		AZ POST Shoot-Low Light	9/12/2016	P	100	Glock	27	40	EUL1094S
	210.0	Babros, Kristopher		AZ POST Shoot-Low Light	3/18/2015	P	50	Glock	27	40	GBD404
	210.0	Howe, Lynn		AZ POST Shoot-Low Light	9/12/2016	P	250	Beretta	NANO	9 MM	NU130547
	210.0	Nejo, Reynolds		AZ POST Shoot-Low Light	9/12/2016	P	250	Glock	17	9 MM	BCDB832
	210.0	Salas, Damas		AZ POST Shoot-Low Light	9/12/2016	P	150	Glock	22	40	YDM072
	210.0	Salas, Damas		AZ POST Shoot-Low Light	8/12/2016	P	100	S&W	MP40C	40	HPN0798

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used	
09162016		9/16/2016 - 9/16/2016		4.00		10		1,000			
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #
Duty	245.0	Roberts, Titus		Firearms Qualification	* 9/16/2016	P	250	Glock	17	9 MM	KWX778
	220.0	Jordan, Terrance		Firearms Qualification	* 9/16/2016	P	250	Glock	17	9 MM	BCGZ227
	215.0	Bonadle, Carlyle		Firearms Qualification	* 9/16/2016	P	250	Glock	17	9 MM	BCGZ228
	210.0	Baldriche, Arthur		Firearms Qualification	* 9/16/2016	P	250	Glock	17	9 MM	BCGZ228

# Firearms Training By Class, Type Firearm And Score

Includes Only Training Where Scores Are Entered


 Has Certificate = *  
 Additional Firearm Shot = *

Training Number		Training Dates		Class Hours	Tracking No.	Total Rounds Fired	Firearm Used				
092016		9/12/2016 - 9/12/2016		4.00	41	900					
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #
Duty	245.0	Nejo, Reynolds		AZ POST Shoot-Judgement	9/12/2016	P	250	Glock	17	9 MM	BCDB832
	245.0	Roberts, Mark		AZ POST Shoot-Judgement	9/12/2016	P	150	Glock	19	9 MM	DUY890
	230.0	Buhrow, Lauren		AZ POST Shoot-Judgement	9/12/2016	P	250	Glock	27	40	EUL1084S
	210.0	Howe, Lynn		AZ POST Shoot-Judgement	9/12/2016	P	250	Beretta	NANO	9 MM	NU130647

Training Number		Training Dates		Class Hours	Tracking No.	Total Rounds Fired	Firearm Used				
10252016AZ		10/26/2016 - 10/26/2016		4.00	18	300					
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #
Duty	245.0	Cuellar, Paul		AZ POST Shoot	* 10/26/2016	P	150	Glock	19	9 MM	BBWW807
	245.0	Olney, Jon		AZ POST Shoot	* 10/26/2016	P	150	Glock	19	9 MM	BCHV872

Training Number		Training Dates		Class Hours	Tracking No.	Total Rounds Fired	Firearm Used				
10282016		10/28/2016 - 10/28/2016		4.00	14	1,000					
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #
Duty	230.0	Candelario, Gerardo		Firearms Qualification	10/28/2016	P	250	Glock	19	9 MM	BCHV855
	210.0	Calkins, David		Firearms Qualification	10/27/2016	P	250	Glock	19	9 MM	BCHV865
	210.0	Donnelly, James		Firearms Qualification	10/28/2016	P	250	Glock	19	9 MM	BCHV858
	180.0	Flores, David		Firearms Qualification	10/28/2016	F	250	Glock	19	9 MM	BCHV866

# Firearms Training By Class, Type Firearm And Score

Includes Only Training Where Scores Are Entered



Has Certificate = *  
Additional Firearm Shot = *

Training Number <b>11042016</b>			Training Dates 11/4/2016 - 11/4/2016		Class Hours 4.00		Tracking No. 15		Total Rounds Fired 300		Firearm Used			
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #			
Duty	210.0	Flores, David		Firearms Qualification	*	11/4/2016	P	300	Glock	19	9 MM	BCHV888		

Training Number <b>114</b>			Training Dates 1/27/2016 - 1/27/2016		Class Hours 4.00		Tracking No. 114		Total Rounds Fired 200		Firearm Used			
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #			
Other	235.0	Olney, Jon		AZ POST Shoot-Low Light		1/27/2016	P	100	Glock	G35	40	XCEB41		
Rifle	100.0	Olney, Jon		AZ POST Shoot-Low Light	*	1/27/2016	P	100	Bushmaster	AR-15	223	LE081841		

Training Number <b>115</b>			Training Dates 1/27/2016 - 1/27/2016		Class Hours 2.00		Tracking No. 115		Total Rounds Fired 0		Firearm Used			
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #			
	100.0	Olney, Jon		AZ POST Shoot-Judgement		1/27/2016	P	0						

Training Number <b>136</b>			Training Dates 3/30/2015 - 3/30/2015		Class Hours 4.00		Tracking No. 136		Total Rounds Fired 0		Firearm Used			
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #			
	210.0	Roberts, Mark		AZ POST Shoot		3/30/2015	P	0						

# Firearms Training By Class, Type Firearm And Score

Includes Only Training Where Scores Are Entered



Has Certificate = *  
Additional Firearm Shot = *

Training Number <b>138</b>			Training Dates 10/14/2015 - 10/14/2015		Class Hours 2.00		Tracking No. 138		Total Rounds Fired 0		Firearm Used			
Type Firearm	Score	Officer	ID No.	Name Of Training			Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
	210.0	Roberts, Mark		AZ POST Shoot-Low Light			10/14/2015	P	0					

Training Number <b>139</b>			Training Dates 10/14/2015 - 10/14/2015		Class Hours 4.00		Tracking No. 139		Total Rounds Fired 0		Firearm Used			
Type Firearm	Score	Officer	ID No.	Name Of Training			Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
	210.0	Roberts, Mark		AZ POST Shoot			10/14/2015	P	0					

Training Number <b>140</b>			Training Dates 10/21/2015 - 10/21/2015		Class Hours 2.00		Tracking No. 140		Total Rounds Fired 0		Firearm Used			
Type Firearm	Score	Officer	ID No.	Name Of Training			Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
	210.0	Roberts, Mark		AZ POST Shoot-Low Light			10/21/2015	P	0					

Training Number <b>141</b>			Training Dates 10/21/2015 - 10/21/2015		Class Hours 2.00		Tracking No. 141		Total Rounds Fired 0		Firearm Used			
Type Firearm	Score	Officer	ID No.	Name Of Training			Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
	210.0	Roberts, Mark		AZ POST Shoot			10/21/2015	P	0					

Training Number <b>151</b>			Training Dates 9/11/2015 - 9/11/2015		Class Hours 2.00		Tracking No. 151		Total Rounds Fired 100		Firearm Used			
Type Firearm	Score	Officer	ID No.	Name Of Training			Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Duty	210.0	Corey, James		AZ POST Shoot			9/11/2015	P	50	S&W	MP40C	40	HPL8218	

# Firearms Training By Class, Type Firearm And Score

Includes Only Training Where Scores Are Entered


 Has Certificate = *  
 Additional Firearm Shot = *

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used			
151		9/11/2015 - 9/11/2015		2.00		151		100					
Type Firearm	Score	Officer	ID No.	Name Of Training			Attended	P/F	Rnds	Brand	Model	Cal.	Serial #
Duty	210.0	Doucet, Dale		AZ POST Shoot			9/11/2015	P	50	S&W	MP40C	40	HPN0489

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used			
161		8/12/2015 - 8/12/2015		2.00		161		50					
Type Firearm	Score	Officer	ID No.	Name Of Training			Attended	P/F	Rnds	Brand	Model	Cal.	Serial #
Duty	215.0	Truett, Tim		AZ POST Shoot			8/12/2015	P	50	Glock	23	40	VZD489

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used				
164		5/11/2015 - 5/11/2015		4.00		164		100						
Type Firearm	Score	Officer	ID No.	Name Of Training			Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Duty	240.0	Contreras, Carlos		AZ POST Shoot			*	5/11/2015	P	50	Sig Sauer	P229	40	ADU11183
	210.0	Contreras, Carlos		AZ POST Shoot				5/11/2015	P	0	Sig Sauer	P229	40	ADU07378
Rifle	95.0	Contreras, Carlos		AZ POST Shoot			*	5/11/2015	P	50	Bushmaster	AR-15	223	LE081263

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used			
167		3/19/2015		2.00		167		100					
Type Firearm	Score	Officer	ID No.	Name Of Training			Attended	P/F	Rnds	Brand	Model	Cal.	Serial #
Duty	210.0	Corey, James		AZ POST Shoot			3/19/2015	P	50	Glock	19	9 MM	HS302US
	210.0	Dimbat, Charles		AZ POST Shoot			3/19/2015	P	50	Glock	27	40	LTU933

# Firearms Training By Class, Type Firearm And Score

Includes Only Training Where Scores Are Entered


 Has Certificate = *  
 Additional Firearm Shot = *

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used			
168		3/19/2015		2.00		168		100					
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		
Duty	210.0	Corey, James		AZ POST Shoot-Low Light	3/19/2015	P	50	Sig Sauer	P226	9 MM	UU628363		
	210.0	Dimbat, Charles		AZ POST Shoot-Low Light	3/19/2015	P	50	Glock	27	40	LTU933		

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used			
170		11/2/2015		2.00		170		50					
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		
Duty	210.0	Doucet, Dale		AZ POST Shoot-Low Light	11/2/2015	P	50	S&W	MP40C	40	HPN0489		

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used			
171		6/22/2015		2.00		171		50					
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		
Duty	210.0	Foldesh, Bill		AZ POST Shoot-Low Light	6/19/2015	P	50	Sig Sauer	P226	40	U594832		

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used			
172		6/22/2015		2.00		172		50					
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		
Duty	210.0	Foldesh, Bill		AZ POST Shoot	6/19/2015	P	50	Sig Sauer	P226	40	U594832		

# Firearms Training By Class, Type Firearm And Score

Includes Only Training Where Scores Are Entered


 Has Certificate = *  
 Additional Firearm Shot = *

Training Number <b>176</b>			Training Dates 12/9/2015 - 12/9/2015		Class Hours 2.00		Tracking No. 176		Total Rounds Fired 50		Firearm Used		
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		
Duty	210.0	Truett, Tim		AZ POST Shoot	12/9/2015	P	50	S&W	MP40C	40	HPN0801		

Training Number <b>177</b>			Training Dates 12/9/2015 - 12/9/2015		Class Hours 2.00		Tracking No. 177		Total Rounds Fired 50		Firearm Used		
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		
Duty	210.0	Truett, Tim		AZ POST Shoot-Low Light	12/9/2015	P	50	S&W	MP40C	40	HPN0801		

Training Number <b>181</b>			Training Dates 6/22/2015 - 6/22/2015		Class Hours 2.00		Tracking No. 181		Total Rounds Fired 50		Firearm Used		
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		
Duty	210.0	Foldesh, Bill		AZ POST Shoot	6/22/2015	P	50	Sig Sauer	P226	40	U594832		

Training Number <b>182</b>			Training Dates 6/22/2015 - 6/22/2015		Class Hours 2.00		Tracking No. 182		Total Rounds Fired 50		Firearm Used		
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		
Duty	210.0	Foldesh, Bill		AZ POST Shoot-Low Light	6/22/2015	P	50	Sig Sauer	P226	40	U594832		

Training Number <b>22016</b>			Training Dates 2/4/2016 - 2/4/2016		Class Hours 4.00		Tracking No. 45		Total Rounds Fired 1,400		Firearm Used		
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #		
Back-Up	210.0	Dimbat, Charles		AZ POST Shoot-Low Light	*	2/4/2016	P	100	Glock	27	40	LTU033	

# Firearms Training By Class, Type Firearm And Score

Includes Only Training Where Scores Are Entered


 Has Certificate = *  
 Additional Firearm Shot = *

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used		
22016		2/4/2016 - 2/4/2016		4.00		45		1,400				
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Duty	210.0	Babros, Kristopher		AZ POST Shoot-Low Light	2/4/2016	P	100	Glock	27	40	GBD404	
	210.0	Corey, James		AZ POST Shoot-Low Light	2/4/2016	P	250	S&W	MP40C	40	HPL8218	
	210.0	Dimbat, Charles		AZ POST Shoot-Low Light	2/4/2016	P	100	S&W	MP40C	40	HPN0790	
	210.0	Doucet, Dale		AZ POST Shoot-Low Light	2/4/2016	P	250	S&W	MP40C	40	HPN0489	
	210.0	Strabala, Cecilia		AZ POST Shoot-Low Light	2/4/2016	P	250	S&W	MP40C	40	HPN0782	
	210.0	Truett, Tim		AZ POST Shoot-Low Light	2/4/2016	P	250	S&W	MP40C	40	HPN0801	
Off-Duty	210.0	Babros, Kristopher		AZ POST Shoot-Low Light	*	2/4/2016	P	100	S&W	MP40C	40	HPN0487

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used		
26		11/18/2016 - 11/18/2016		4.00		25		300				
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Duty	240.0	Roberts, Mark		AZ POST Shoot	11/18/2016	P	150	Glock	19	9 MM	BDGS832	
Other	225.0	Loftus, Charles		AZ POST Shoot	11/18/2016	P	150	Glock	23	9 MM	BCSR831	

Training Number		Training Dates		Class Hours		Tracking No.		Total Rounds Fired		Firearm Used		
452016		4/5/2016 - 4/5/2016		4.00		46		960				
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Duty	210.0	Corey, James		AZ POST Shoot-Judgement	4/5/2016	P	210	Sig Sauer	P226	9 MM	UU826383	
	210.0	Dimbat, Charles		AZ POST Shoot-Judgement	4/5/2016	P	250	Sig Sauer	P226	9 MM	UU826383	



# Firearms Training By Class, Type Firearm And Score

Includes Only Training Where Scores Are Entered



Has Certificate = *  
Additional Firearm Shot = *

Training Number <b>452016</b>		Training Dates 4/5/2016 - 4/5/2016		Class Hours 4.00		Tracking No. 46		Total Rounds Fired 960		Firearm Used		
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Duty	210.0	Doucet, Dale		AZ POST Shoot-Judgement	4/5/2016	P	250	Sig Sauer	P226	9 MM	UU628363	
	210.0	Truett, Tim		AZ POST Shoot-Judgement	4/5/2016	P	250	Sig Sauer	P226	9 MM	UU628363	

Training Number <b>Scheduled</b>		Training Dates 11/18/2016 - 11/18/2016		Class Hours 4.00		Tracking No. 27		Total Rounds Fired 300		Firearm Used		
Type Firearm	Score	Officer	ID No.	Name Of Training	Attended	P/F	Rnds	Brand	Model	Cal.	Serial #	
Duty	245.0	Roberts, Titus		Firearms Qualification	11/18/2016	P	150	Glock	19	9 MM	BCDG839	
	240.0	Robertson, Warren		Firearms Qualification	11/18/2016	P	150	Glock	19	9 MM	BCDB639	

45 Training Records		4 Different Names Of Training		44 Different Officers Attended / Scheduled		Total Rounds Used: 20,110	
Total Officer Training Hrs:	364.00	Total Class Hours:	438.00	Total Overtime Hrs:	0.00	Total Other Hrs:	0.00

# Office of Inspector General

## Firearms Inventory Report

12/16/16

Location Assigned	Rank	Brand	Model	Caliber
Arcellana, Jay	Inspector General (Non Law Enforcement)	S&W	REVOLVER	.38
AZbill, Terry	Chief Law Enforcement Officer	S&W	MP	.40
Babros, Kristopher	Detective Sargent	S&W	MP	.40
Badilla, Sergio	Security Officer II	Glock	17	9 MM
Baldricha, Arthur	Security Officer II	Glock	17	9 MM
Bonadle, Carlyle	Security Officer II	Glock	17	9 MM
Buhrow, Lauren	Assistant Chief	Glock	23	.40
Burchfield, Jeff	Detective Sargent	S&W	MP	.40
Caikins, David	Security Officer II	Glock	19	9 MM
Candelario, Gerardo	Security Officer III	Glock	19	9 MM
Coburn, Stephen	Security Officer II	Glock	19	9 MM
Collier, Clark	Chief of Staff (Non Law Enforcement)	Beretta	NANO	9 MM
Contreras, Carlos	Detective Lieutenant	S&W	MP	.40
Corey, James	Deputy Chief	S&W	MP	.40
Correa, Manuel	Security Officer II	Glock	17	9 MM
Cuellar, Paul	Detective Sargent	Glock	19	9 MM
Dimbat, Charles	Detective Sargent	S&W	MP	.40
Doucet, Dale	Detective Sargent	S&W	MP	.40
Donnelly, James	Security Officer II	Glock	19	9 MM
Flores, David	Security Officer II	Glock	19	9 MM
Foldesh, Bill	Detective Sargent	S&W	MP	.40
Gonzales, Vicente	Security Officer II	Glock	19	9 MM
Hampton, Destree	Security Officer II	Glock	19	9 MM
Hows, Lynn	Detective Sargent	Beretta	NANO	9 MM
Hill, John	Security Officer II	Glock	17	9 MM
Ibri, Johni	Security Officer II	Glock	17	9 MM
Jeffries, Timothy	Director (Non Law Enforcement)	S&W	MP	.40
Johnson, James	Security Officer II	Glock	19	9 MM
Johnson, Jaron	Security Officer II	Glock	17	9 MM
Jordan, Terrance	Security Officer II	Glock	17	9 MM

Kelah, Anthony	Security Officer II	Glock	17	9 MM
King, Gregory	Security Officer II	Glock	17	9 MM
LaBounty, Gary	Security Officer II	Glock	17	9 MM
Lofus, Charles	Chief Law Enforcement Officer	Glock	23	.40
Lopez, Juan	Detective Sargent	S&W	MP	.40
Markam, Randy	Detective Sargent	S&W	MP	.40
Martinez, Fernando	Security Officer II	Glock	19	9 MM
Martinez, Frank	Detective Sargent	S&W	MP	0.4
McCabe, Scott	Security Officer II	Glock	17	9 MM
Myers, Gary	Detective Sargent	S&W	MP	.40
Nejo, Reynolds	Detective Lieutenant	Glock	17	9 MM
Olney, Jon	Detective Sargent	Glock	19	9 MM
Reynolds, Marcia	Security Officer II	Glock	17	9 MM
Roberson, Jackie	Assistant Chief	S&W	MP	.40
Roberts, Mark	Detective Sargent	Glock	19	9 MM
Roberts, Titus	Security Officer II	Glock	19	9 MM
Robertson, Warren	Security Officer III	Glock	19	9 MM
Salas, Damas	Detective Sargent	S&W	MP	.40
Speck, Michael	Security Officer II	Glock	17	9 MM
Strabels, Celia	Detective Sargent	S&W	MP	.40
Thompson, Thomas	Security Officer II	Glock	17	9 MM
Truett, Tim	Detective Sargent	S&W	MP	.40
Turner, Charles	Security Officer III	Glock	19	9 MM
Turner, Tamika	Security Officer III	Glock	19	9 MM

2016

# LESSON DESCRIPTIONS

**OFFICE OF INSPECTOR GENERAL  
PROTECTIVE SERVICES**





## COURSE DESCRIPTIONS

**OIG2016-01** **6 Hours**

**Introduction to Protective Officer Authority  
Responsibility and Purpose**

If you are going to function as a Protective Services Officer for the AZ DES, you need to know the primary responsibility and limits of your authority.

**OIG2016-02** **1 Hour**

**Department of Economic Security Plan**

Provides understanding of established policies of the AZ DES Emergency Procedures Handbook and how to apply those policies in a safe and effective manner.

**OIG2016-03** **4 Hours**

**Active Shooter**

This course will help you understand your responsibilities and will also assist you in the application of sound techniques, practices, and protocol for such events.

**OIG2016-04** **20 Hours**

**Use of Force**

This course is broken up into three sections to include; defensive tactics, firearms and less lethal force. As a Protective Service Officer you may have to deal with a dangerous—or unpredictable—situation, and have very little time to assess it and determine the proper response. Good training can enable the PSO to react properly to the threat or possible threat and respond with the appropriate tactics to address the situation, possibly including some level of force, *if necessary*, given the circumstances.

**OIG2016-04AZPOST** **4 Hours**

**AZ POST 50-Shot Daytime Semi-Automatic  
Qualification**

This course directly assesses the skills identified as those needed to perform in the capacity of a Sworn Police Officer armed with a semi-automatic pistol.

**OIG2016-04SPRT** **1 Hour**

**Self-Practice Range Time**

Sworn Police Officers must be proficient in the use of a firearm. Proficiency requires considerable skill, knowledge, practice and an attitude reflecting sound judgement.

**OIG2016-05** **2 Hours**

**Radio Procedures**

Covers the basic operations of standard radio communications as they apply to AZ DES Protective Services functions.

**OIG2016-06** **4 Hours**

**Introduction to Criminal Law, Civil Liability, and  
Search & Seizure**

Course examining the basic features of criminal law, civil liability and Search & Seizure including how these areas of law differ from one another.

**OIG2016-07** **2.5 Hours**

**Introduction to Basic Operations**

Overview of basic duties you will perform as an AZ DES Protective Services Officer, and the awareness that you represent Protective Services at all times.

**OIG2016-08** **3 Hours**

**Trauma Care**

Knowing how to respond to a medical emergency is one of the most important skills a person can possess. This course will enable the student to intervene appropriately in an emergency before medical help arrives.

**OIG2016-09** **1.5 Hours**

**DES Mandatory Training and Unusual Incident  
Reports (UIRs)**

As a standard of employment for AZ DES every Protective Services Officer will need to successfully complete the mandated CBT Courses Training as well as an overview of UIRs (J-309) as defined in DES 1-07-02.

**OIG2016-10** **2 Hours**

**Situational Awareness**

Situational Awareness is the ability to identify, process, and comprehend the critical elements of information about what is happening to the team with regards to AZ DES Protective Services' mission. More simply, it's *knowing what is going on around you*.

**OIG2016-11** **2.5 Hours**

**Best Practices When Dealing with Difficult People**

This course is designed to provide you with strategies and tools to handle individuals that present "difficult" behaviors making every interaction positive.



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

<b>Introduction to Protective Officer Authority, Responsibility &amp; Purpose</b>		<b>HOURS: 6</b>	
<b>DATE FIRST PREPARED:</b> September 8, 2016		<b>PREPARED BY:</b> Reynolds Nejo	
<b>DATE REVISED/REVIEWED:</b> September 28, 2016		<b>BY:</b> Charles Loftus and Carlos Contreras	
<b>DATE REVISED / REVIEWED:</b> (Please Circle one)		<b>BY:</b>	
<b>DATE REVISED / REVIEWED:</b> (Please Circle one)		<b>BY:</b>	
<b>DATE REVISED / REVIEWED:</b> (Please Circle one)		<b>BY:</b>	
<b>LIST ANY PREREQUISITES:</b> None			
<b>LEAD INSTRUCTOR:</b> Darryl Rivers		<b>BACK-UP INSTRUCTOR(s):</b> Mark Roberts & Reynolds Nejo	
<b>APPROVAL NUMBER:</b> OIG-2016-01			
<b>COURSE DESCRIPTION:</b> Introduction to Protective Officer Authority, Responsibility & Purpose.			
<b>INSTRUCTOR REFERENCES:</b> DES Policy & Procedures A.R.S. Rules of Civil Procedures		<b>TRAINING AIDS, EQUIPMENT, MATERIALS:</b> PowerPoint based presentation with handouts and class exercises.	
<b>METHOD OF INSTRUCTION:</b> In person, lecture with practical exercises.		<b>PRE-TEST:</b> Yes    No	
		<b>POST-TEST:</b> Yes    No	
<b>SUCCESS CRITERIA:</b> Attendance of class			
<b>PERFORMANCE OBJECTIVES:</b>			
<ol style="list-style-type: none"> <li>1. Have a working knowledge of their responsibilities as unformed Protection Officers assigned to the security of AZ DES properties, employees and general public accessing AZ DES buildings &amp; offices.</li> <li>2. Understand and comply with AZ DES Policies regarding first responder techniques, operational communications and first aid.</li> <li>3. Understand civil limitations of Protective Service Officers.</li> </ol>			
<b>AGENCY APPROVAL</b>	<small>Name (Type or Print)</small>		<small>Signature</small>
	<small>Title (Type or Print)</small>		<small>Date</small>
		<small>Agency Name (Type or Print)</small> Department of Economic Security Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

Introduction to Protective Officer Authority, Responsibility & Purpose

I. INTRODUCTION

- A. Instructor – (self) introduction.  
1. Information on Core Values of DES  
2. Mission of OIG, Protective Services

B. Preview of performance objectives.

C. Opening statement and purpose.

If you are going to function as a Protective Services Officer for the AZ DES, you need to know the primary responsibility and limits of your authority. The information that you will receive from this class will help you understand your responsibilities and will also assist you in understanding the special relationship you have between yourself and other employees, who rely on you to do your job in a professional manner.

*Introduction of students, background; prior expertise or training.*

II. UNDERSTANDING THE POSITION, ITS RESPONSIBILITIES AND LEGAL AUTHORITY LIMITATIONS.

A. Why did the Protective Service Officer become a reality?

1. The San Bernardino Incident. The shooting of several persons at a State agency with no means to counter the threat, present.

Director of DES discovered AZ DES had not immediate protocol or security to counter any such incident if one occurred at a DES location. There aren't adequate security measures in place for any of the locations under his direction.

Threat assessments done, indicated the need for a centralized Unit to have interdiction capabilities and provide better equipped personnel; improved security culture was necessary; AZ DES was vulnerable. Assessment identified a primary core of locations that needed upgraded security measures; i.e. the Protective Services Officer.

*2nd. largest Agency in the State of Arizona*

*Several offices had prior incidents of violence.*



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

Introduction to Protective Officer Authority, Responsibility & Purpose

2. What is a Protective Services Officer?

As part of a large centralized unit he/she is the first responder to any situation that occurs on any property under the jurisdiction of the AZ DES.

The PSO is the first line of defense for the office and first point of contact for the public who transact business at those offices. The PSO is not a sworn peace officer and does not have peace officer authority.

The duties of the PSO are outlined in Protective Services Policy #1.

B. Review the Policy guidelines and standards of the position with the students.

1. Explain the responsibilities of first responder.
2. Explain the legal limitations of being a sworn civilian and not a peace officer.
3. Explain the relationship between the Protective Services Officer and the other DES employees.

C. Final review of course.

1. Go over points of Policy.
2. Answer all questions.
3. Have each student explain their understanding of the following:
  - a. What is the primary responsibility of a Protective Service Officer?
  - b. Explain the difference between the powers of a peace officer and a Protective Services Officer.
  - c. Describe the meaning of "Samaritanus Protectores."

*Provide copy of Protective Services Policy #1.*

*ARS 13-403, 13-404  
ARS 13-3889*

*Chain of Command;  
Office conflict  
resolution with office  
supervision staff.  
Why is that relationship  
important?*

III. EXIT COMMENTS





# Office of Inspector General

## Protective Services

### LESSON PLAN COVER SHEET

<b>DES EMERGENCY PLAN</b>		<b>HOURS: 1</b>	
DATE FIRST PREPARED: September 8, 2016		PREPARED BY: Reynolds Nejo	
DATE REVISED/REVIEWED: September 28, 2016		BY: Charles Loftus and Carlos Contreras	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
LIST ANY PREREQUISITES: None			
LEAD INSTRUCTOR: Darryl Rivers		BACK-UP INSTRUCTOR(s): Reynolds Nejo & Mark Roberts	
APPROVAL NUMBER: OIG-2016-02			
COURSE DESCRIPTION: Emergency Procedure Handbook			
INSTRUCTOR REFERENCES: AZ DES Emergency Procedures Handbook		TRAINING AIDS, EQUIPMENT, MATERIALS: Handouts	
METHOD OF INSTRUCTION: In person lecture.		PRE-TEST:                      Yes      No	
		POST-TEST:                      Yes      No	
SUCCESS CRITERIA: Attendance of class			
PERFORMANCE OBJECTIVES:			
<ol style="list-style-type: none"> <li>1. Have a working knowledge of their responsibilities in the event of various emergency incidents that could occur on or adjacent to AZ DES property</li> <li>2. Have working knowledge of &amp; comply with the AZ DES Emergency Procedures Handbook Policies regarding first responder techniques, operational communications and first aid application.</li> </ol>			
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date
	Title (Type or Print)	Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

DES EMERGENCY PLAN

I. INTRODUCTION

- A. Instructor – (self) introduction.
- B. Preview of performance objectives.
- C. Opening statement and purpose.

If you are going to function as a Protective Services Officer for the AZ DES, you need to know the primary responsibility you will be expected to perform in the event of a medical, fire or other hazardous emergency that could occur on shift. The information that you will receive from this class will help you understand your responsibilities and will also assist you in understanding how you apply the established policies of the AZ DES Emergency Procedures Handbook in a safe and effective manner.

II. UNDERSTANDING THE AZ DES EMERGENCY RESPONSE PLAN.

- 1. Using the Handbook, introduce the students to the DES established emergency protocols.
- 2. Explain that it was designed to cover all locations and that some of its information (as printed) may not specifically apply to every location the same way.
  - a. Add that the test was originally written to cover actions of civilian employees and not Protective Officers.
- 3. Explain that the Handbook was created by the Office of Facilities Management and while it calls for them to be notified, Protective service Officers will notify their chain of command, who will carry any questions about the Handbook procedures to OFM.
- 4. If an Officer should notice an emergency procedure in need of update or revision, they will report this information to their supervisor who will review its content to recommend further action.

** Opportunity: Provide a copy of the Handbook to the student prior to attending the course and instruct them to look over the Handbook before coming to the course.*



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

DES EMERGENCY PLAN

5. Inquire as to pending questions about the Handbook before proceeding to next part of instruction.
  - a. Using the Handbook as a guide, present each protocol in sequence.

III. THE EMERGENCY PROCEDURES HANDBOOK

1. Introduction.
2. Building Evacuation
3. 911, Emergency Response Procedures
4. Emergency Response Teams
5. Fire
6. Evacuation of Persons with Disabilities
7. Medical Emergencies
8. Hazardous Materials
9. Bomb Threat or Suspicious Activities; Bomb Threat Checklist
10. Natural Disasters
11. Security Tips; Avoiding Workplace Violence
12. National Terrorism Advisor System
13. Indoor Air Quality
14. Indecent Reporting

IV. FOLLOW UP QUESTIONS FOR EACH TOPIC

V. EXIT COMMENT

*Use the Handbook to cover each topic in sequence.*

*Following each topic, give a practical scenario to the students to gauge their understanding of the covered material.*



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

<b>ACTIVE SHOOTER</b>		<b>HOURS: 4</b>	
DATE FIRST PREPARED: September 8, 2016		PREPARED BY: Reynolds Nejo	
DATE REVISED/REVIEWED: September 28, 2016		BY: Charles Loftus and Carlos Contreras	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
LIST ANY PREREQUISITES: None			
LEAD INSTRUCTOR: Darryl Rivers		BACK-UP INSTRUCTOR(s): Reynolds Nejo & Mark Roberts	
APPROVAL NUMBER: OIG-2016-03			
COURSE DESCRIPTION: Active Shooter Training curriculum for PSO/LEOSA Responders			
INSTRUCTOR REFERENCES: AZ DES Emergency Procedures Handbook		TRAINING AIDS, EQUIPMENT, MATERIALS: PowerPoint Presentation, handouts and class exercises. Blue practice pistols and rifles.	
METHOD OF INSTRUCTION: In person lecture with practical exercises.		PRE-TEST:	Yes No
		POST-TEST:	Yes No
SUCCESS CRITERIA: Attendance of class			
PERFORMANCE OBJECTIVES: 1. Understand what an active shooter is. 2. Understand the protocol for preventing and combating active shooters. 3. Demonstrate proficiency in locating, confronting and neutralizing active shooters			
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date
	Title (Type or Print)	Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

ACTIVE SHOOTER

**I. INTRODUCTION**

- A. Instructor – (self) introduction.
- B. Preview of performance objectives.
- C. Opening statement and purpose.

As a Protective Services Officer for the AZ DES, you will be the first line of defense for staff members and clientele in the event of an active shooter. You will need to know how to prevent and combat active shooters. The information that you will receive from this course will help you understand your responsibilities and will also assist you in the application of sound techniques, practices, and protocol for such events.

**II. WHAT IS AN ACTIVE SHOOTER**

- 1. Identify the difference between an active shooter situation versus a singular shooting.
- 2. Define the potential motives of an active shooter
- 3. Review recent and past active shooter events

**III. PREVENTING AND COMBATING ACTIVE SHOOTERS**

- 1. Recognizing target rich environments
- 2. Ingress and Egress
- 3. 911, Emergency Response Procedures
- 4. Emergency Response Teams
- 5. Search, Locate, and Neutralize
- 6. Working with LEOSA Personnel

**IV. FOLLOW UP QUESTIONS FOR EACH TOPIC**

**V. EXIT COMMENTS**



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

<b>USE OF FORCE</b>		<b>HOURS: 12</b>							
DATE FIRST PREPARED: September 8, 2016		PREPARED BY: Darryl Rivers							
DATE REVISED/REVIEWED: September 28, 2016		BY: Charles Loftus, Carlos Contreras and Reynolds Nejo							
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:							
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:							
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:							
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:							
LIST ANY PREREQUISITES: None									
LEAD INSTRUCTOR: Darryl Rivers William Schantz (Firearms)		BACK-UP INSTRUCTOR(s): Reynolds Nejo							
APPROVAL NUMBER: OIG-2016-04									
<b>COURSE DESCRIPTION:</b> This course is an overview of the statutory authority for use of force as found in the Arizona Revised Statutes. This training will address the psychological aspects related to the use of force along with factors to be considered when determining the use of force.									
<b>INSTRUCTOR REFERENCES:</b> Arizona Revised Statutes AZPOST R13-4-116 ( E )		<b>TRAINING AIDS, EQUIPMENT, MATERIALS:</b> (Equipment depends on class section). Red Man suit, protective head gear, blue practice pistols, handcuffs, strike pads, practice knives. Issued firearm and three magazines, magazine pouch and holster, 250 rounds of ammunition, targets, eye and ear protection.							
<b>METHOD OF INSTRUCTION:</b> In person lecture, scenarios, practical exercises and demonstrations.		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><b>PRE-TEST:</b></td> <td style="padding: 2px; text-align: center;">Yes</td> <td style="padding: 2px; text-align: center;">No</td> </tr> <tr> <td style="padding: 2px;"><b>POST-TEST:</b></td> <td style="padding: 2px; text-align: center;">Yes <input checked="" type="checkbox"/></td> <td style="padding: 2px; text-align: center;">No</td> </tr> </table>		<b>PRE-TEST:</b>	Yes	No	<b>POST-TEST:</b>	Yes <input checked="" type="checkbox"/>	No
<b>PRE-TEST:</b>	Yes	No							
<b>POST-TEST:</b>	Yes <input checked="" type="checkbox"/>	No							
<b>SUCCESS CRITERIA:</b> Demonstrated proficiency in defensive tactics and 250 maximum, 210 minimum 50 shot day time qualification firearm course.									
<b>PERFORMANCE OBJECTIVES:</b> <ol style="list-style-type: none"> <li>1. Defensive techniques to negate another's use of force</li> <li>2. Application of force to escalate and de-escalate</li> <li>3. Control techniques and pressure points</li> <li>4. Success fully complete prescribed training to be authorized to carry and deploy a weapon in the field.</li> </ol>									
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date						
	Title (Type or Print)	Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General							



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

USE OF FORCE

I. INTRODUCTION

- A. Instructor – (self) introduction.
- B. Preview of performance objectives.
- C. Opening statement and purpose.

This training will address the psychological aspects related to the use of force along with factors to be considered when determining the use of force. The various fighting disciplines of the world teach a wide variety of techniques and tactics directed toward the positive resolution of a physical confrontation. There is no problem in availability of effective techniques, but rather the proper selection of those techniques best suited to the specific needs of the individual applying them. You will be furnished with the most applicable techniques for your position as a PSO.

II. USE OF FORCE TECHNIQUES

- A. Proper stance for balance and optimal effectiveness for defensive and offensive techniques.
- B. Defensive countermoves.
  - 1. Blocking
  - 2. Parrying
  - 3. High level changes
  - 4. Breaking holds
- C. Offensive countermoves
  - 1. Striking
  - 2. Trapping
  - 3. Control holds
  - 4. Pressure points
- D. Weapons retention
  - 1. Multiple attackers
- E. Control techniques
  - 1. O'Donnell Continuous Control System (OCCS)
  - 2. Pressure Point Control Tactics (PPCT)
- F. Defense from Mixed Martial Arts techniques
  - 1. Less than lethal alternatives



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Protective Services  
LESSON PLAN COVER SHEET

USE OF FORCE

III. USE OF FORCE PHILOSOPHY AND MINDSET

- A. Why do we use force
- B. When do we use force
- C. Understanding your desired outcome
- D. Liabilities
- E. Proper escalation and de-escalation

IV. USE OF FORCE JUSTIFICATION AND FIREARMS

- A. Unavailability of justification defense
  - 1. Even though a person is justified in threatening or using physical force or deadly physical force against another, if in doing so such person:
    - a. Recklessly injures or kills an innocent third person.
    - b. Justification is unavailable.
- B. Justification; execution of public duty
  - 1. Justification applies if:
    - a. A reasonable person would believe such conduct is required or authorized to assist a peace officer in the performance of such officer's duties.
- C. Justification; use of physical force
  - 1. A person responsible for the maintenance of order in a place where others are.
  - 2. To the extent necessary to maintain order or preserve life.
- D. Justification; self-defense
  - 1. You are justified in threatening or using physical force against another when you believe that it is immediately necessary to protect yourself against the other's use or attempted use of unlawful physical force.
  - 2. You are not justified if you respond to verbal provocation Alone.

ARS 13-402





Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

USE OF FORCE

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <p>E. Justification; use of deadly physical force</p> <ol style="list-style-type: none"><li>1. You are justified in threatening or using deadly physical force against another:<ol style="list-style-type: none"><li>a. When you believe that deadly physical force is immediately necessary to protect yourself against the other trying to seriously harm or kill you.</li></ol></li></ol>                                                                                                                                                                                                                               | <p>ARS 13-406</p> |
| <p>F. Justification; defense of a third person</p> <ol style="list-style-type: none"><li>1. you are justified in threatening or using physical force or deadly physical force against another to protect a third person if, you believe another person is threatening or using physical or deadly physical force against a third person you're trying to protect.</li></ol>                                                                                                                                                                                                                                                | <p>ARS 13-408</p> |
| <p>G. Justification; use of physical force in defense of property</p> <ol style="list-style-type: none"><li>1. You are justified in using physical force against another when you believe it is necessary to prevent an attempt or commission by the other person of theft or criminal damage involving property under your control.</li></ol>                                                                                                                                                                                                                                                                             | <p>ARS 13-421</p> |
| <p>H. Justification; defensive display of a firearm</p> <ol style="list-style-type: none"><li>1. The defensive display of a firearm by you is justified when you it is immediately necessary to protect yourself against the use or attempted use of unlawful physical force or deadly physical force.</li><li>2. "Defensive display of a firearm" includes:<ol style="list-style-type: none"><li>a. Verbally informing another person that you have available a firearm.</li><li>b. Exposing or displaying your firearm.</li><li>c. Placing your hand on a firearm while it is still in your holster.</li></ol></li></ol> | <p>ARS 13-413</p> |
| <p>I. Vicarious Liability</p> <ol style="list-style-type: none"><li>1. No civil liability for justified conduct<br/>No person in this state shall be subject to civil liability for engaging in conduct otherwise justified pursuant to the provisions of this chapter.</li></ol>                                                                                                                                                                                                                                                                                                                                          |                   |



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

USE OF FORCE

**V. AUTHORIZED FIREARMS**

- A. Before any firearm is carried on duty
1. The weapon shall be a department-authorized weapon with an authorized holster.
  2. Firearms Training shall inspect the weapon system and holster.
  3. Employees shall demonstrate proficiency, qualify with each weapon, and complete the appropriate training.
  4. The Department shall provide firearms training and ammunition for weapons carried in an on-duty capacity.
- B. Primary Handgun  
A primary handgun is a full-sized semiautomatic handgun with a picatinny or utility rail located on the frame which accepts a weapon mounted flashlight. Refer to current approved Primary Handgun list maintained by Firearms Training.
1. Primary handguns shall be fully loaded and shall be carried with at least two additional magazines while an employee is in uniformed carry and a minimum of one extra magazine while an employee is in non-uniformed carry.
  2. Primary handguns shall be carried at all times while employees are on duty.
  3. Modifications or accessories not approved by Firearms Training are prohibited.

**VI. FOLLOW UP QUESTIONS FOR EACH TOPIC**

**VII. EXIT COMMENTS**



**Office of Inspector General**  
 Protective Services  
 LESSON PLAN COVER SHEET

<b>AZ POST SHOOT</b>		<b>HOURS: 4</b>	
DATE FIRST PREPARED: November 08, 2016		PREPARED BY: Charles Loftus	
DATE REVISED/REVIEWED: November 15, 2016		BY: Reynolds Nejo	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
LIST ANY PREREQUISITES: AZPOST Full Authority Police Officer			
LEAD INSTRUCTOR: William Shantz, Retired DPS		BACK-UP INSTRUCTOR(s):	
APPROVAL NUMBER: OIG-2016-04AZPOST			
COURSE DESCRIPTION: The purpose of the 50-Shot Daytime Semi-Automatic Qualification Course is to directly assess the skills identified as those needed to perform in the capacity of a Sworn Peace Officer armed with a Semi-Automatic Pistol.			
INSTRUCTOR REFERENCES: AZPOST R13-4-116 ( E ); AZ DES OIG Policy #9.3		TRAINING AIDS, EQUIPMENT, MATERIALS: 50 rounds of duty ammunition service handgun, three (3) magazines, pouch, holster, TQ-19 and TQ-21 targets eye and ear protection.	
METHOD OF INSTRUCTION: Skill Drills		PRE-TEST:                      Yes              No	
		POST-TEST:                      Yes <b>xx</b> No	
SUCCESS CRITERIA: Maximum score 250, 210 minimum using service handgun and ammunition.			
PERFORMANCE OBJECTIVES: 1. Basic Marksmanship at various distances and speeds 2. Movement 3. Weapon manipulation, to include reloading and basic pistol malfunction clearance			
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date
	Title (Type or Print)	Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

AZ POST SHOOT

I. OVERVIEW

50-shot daytime semi-automatic qualification course  
Target TQ-19 and TQ-21 (or silhouette as approved by board)  
maximum score 250, 210 minimum  
Using service handgun and ammunition per R13-4-116(E)

II. PURPOSE

The purpose of the 50-Shot Daytime Semi-Automatic Qualification Course is to directly assess the skills identified as those needed to perform in the capacity of a Sworn Peace Officer armed with a Semi-Automatic Pistol. Those skills include: basic marksmanship, movement, and weapons manipulation, to include reloading and basic pistol malfunction clearance. These skills are assessed at distances likely to be encountered through an analysis of officer involved shooting incidents in Arizona.

III. DEFINITIONS

A. Immediate action drill (malfunction clearance)

If the weapon fails to fire, the officer must immediately react by going into Phase One (1) of the Two (2) phase, immediate action drill.

Phase One - While assessing the situation:

1. Tap the base of the magazine and make sure it is seated properly.
2. Rack the slide hard to the rear while rolling the firearm 90° right.
3. **Assess threat** and fire if necessary.

B. Empty Reload

The weapon's magazine and chamber are empty. The slide should lock back, but it may not. The key to an effective empty reload is to do two (2) things at one (1) time:

1. The shooting hand depresses the magazine release while at the same time the support hand acquires a fresh magazine from the pouch. Most shooters will have to alter the firing grip to reach the magazine release. Left-handed shooters use the trigger finger to release the magazine.



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LESSON PLAN COVER SHEET

AZ POST SHOOT

4. The magazine is inserted and seated.
5. A round must be chambered.
6. If the slide is locked back, the preferred method for the combat shooter is to manipulate the slide. If the slide did not lock back, the slide must be manipulated

C. Tactical Reload

In a tactical reload, the weapon is not empty. The partially loaded magazine which is in the gun is replaced with a fully loaded magazine. The partially loaded magazine is retained on the shooter's body.

Traditionally Defined Tactical Magazine Exchange

1. The support hand attains a proper grip on a fresh magazine from the magazine pouch.  
As the magazine is brought to the weapon, the support hand shifts the magazine between the index and middle fingers.
2. The side of the index finger and the pad of the thumb grip the seated magazine floorplate, not the fingertips.
3. The shooting hand depresses the magazine release.
4. The partial magazine is withdrawn and the fresh magazine is seated.
5. The thumb/index finger technique works better for small-handed shooters.
6. The retained, partially-loaded magazine is then placed in a pocket or in the waistband.

Magazine Reload with Retention

1. The partially loaded magazine which is in the gun is removed from the firearm.
2. This magazine is stowed on the shooter's body; retained in a fashion that if movement is need this magazine would not dislodge and drop.
3. A fully loaded magazine is attained from the magazine pouch.
4. This magazine is fully inserted and seated into the gun.



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LESSON PLAN COVER SHEET

AZ POST SHOOT

Designated Shots:

Designated Center of Mass (COM) Shots: Shots which are designated as "center of mass" hits are scored hits if they are in the main body of the silhouette target. Designated center of mass shots which hit the designated "head" area are scored as a miss (zero points).

Designated Head Shots:

Shots which are designated "head" hits are scored as five (5) points or zero (0) points- a miss.

A Head Shot is defined as:

TQ-19 Target: The lower boundary of the head shot is delineated by (placing) a horizontal line which is 7 ¼ inches down from the already marked, horizontal and top boundary line of the designated head area of the TQ-19. This top boundary line is in the forehead area of the silhouette.

TQ-21 Target: the head shot is defined by the complete solid line which encompasses the temple, face, cheek and chin areas.



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Protective Services  
LESSON PLAN COVER SHEET

<b>SELF PRACTICE RANGE TIME</b>		<b>HOURS: 1</b>	
DATE FIRST PREPARED: November 15, 2016		PREPARED BY: Charles Loftus	
DATE REVISED/REVIEWED:		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
DATE REVISED / REVIEWED: <small>(Please Circle one)</small>		BY:	
LIST ANY PREREQUISITES: AZPOST Full Authority Police Officer			
LEAD INSTRUCTOR: N/A		BACK-UP INSTRUCTOR(s):	
APPROVAL NUMBER: OIG-2016-04SPRT			
COURSE DESCRIPTION: Self - initiated firearm practice range time that allows Sworn employees the opportunity to develop their firearm skills.			
INSTRUCTOR REFERENCES:		TRAINING AIDS, EQUIPMENT, MATERIALS: 50 rounds of practice ammunition; duty weapon and magazines; eye and ear protection	
METHOD OF INSTRUCTION: Self - initiated practice		PRE-TEST:                      Yes      No	
		POST-TEST:                      Yes      No	
SUCCESS CRITERIA:			
PERFORMANCE OBJECTIVES: 1. Firearm skill development and proficiency			
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date
	Title (Type or Print)	Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

SELF PRACTICE RANGE TIME

**1. INTRODUCTION**

Sworn employees, are authorized to be issued 50 rounds of practice ammunition per month, for self-directed firearms training.

**2. PURPOSE**

Self - initiated firearm practice range time that allows Sworn employees the opportunity to develop their firearm skills and gain proficiency.

**3. PERFORMANCE OBJECTIVES**

Employees are required to read and review the firearms safety rules form as well as acknowledge understanding of the importance of adherence to these rules and their application.

1. Draw and Fire
2. Immediate Action Drill (malfunction clearance)
3. Tactical Reloads
4. Empty Gun Reload
5. AZ POST Semi-Automatic Qualification Course
6. Sight Picture and Trigger Control
7. Designated Shots

**Additional Suggestions:**

It is recommended that students refresh themselves on the following as well:

- Proper movement techniques
- Flashlight holds
- Scanning for further threats prior to holstering.





Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

<b>RADIO PROCEDURES</b>		<b>HOURS: 2</b>	
<b>DATE FIRST PREPARED:</b> September 8, 2016		<b>PREPARED BY:</b> Reynolds Nejo	
<b>DATE REVISED/REVIEWED:</b> September 28, 2016		<b>BY:</b> Charles Loftus and Carlos Contreras	
<b>DATE REVISED / REVIEWED:</b> <small>(Please Circle one)</small>		<b>BY:</b>	
<b>DATE REVISED / REVIEWED:</b> <small>(Please Circle one)</small>		<b>BY:</b>	
<b>DATE REVISED / REVIEWED:</b> <small>(Please Circle one)</small>		<b>BY:</b>	
<b>DATE REVISED / REVIEWED:</b> <small>(Please Circle one)</small>		<b>BY:</b>	
<b>LIST ANY PREREQUISITES:</b> None			
<b>LEAD INSTRUCTOR:</b> Darryl Rivers		<b>BACK-UP INSTRUCTOR(s):</b> Reynolds Nejo & Mark Roberts	
<b>APPROVAL NUMBER:</b> OIG-2016-05			
<b>COURSE DESCRIPTION:</b> An outline of the radio procedures and codes utilized by the AZ DES OIG, Protective Services Officers for daily operations and emergencies.			
<b>INSTRUCTOR REFERENCES:</b>		<b>TRAINING AIDS, EQUIPMENT, MATERIALS:</b> Radio and microphone	
<b>METHOD OF INSTRUCTION:</b> In person lecture and practical		<b>PRE-TEST:</b> <b>Yes</b> <b>No</b>	
		<b>POST-TEST:</b> <b>Yes</b> <b>No</b>	
<b>SUCCESS CRITERIA:</b> Attendance of class			
<b>PERFORMANCE OBJECTIVES:</b>			
<ol style="list-style-type: none"> <li>1. Have a working knowledge of proper radiosage.</li> <li>2. Understand emergency transmission procedures.</li> <li>3. Have a working knowledge of most of the common radio they will use in their daily operations.</li> </ol>			
<b>AGENCY APPROVAL</b>	<small>Name (Type or Print)</small>	<small>Signature</small>	<small>Date</small>
	<small>Title (Type or Print)</small>	<small>Agency Name (Type or Print):</small> Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

RADIO PROCEDURES

I. INTRODUCTION

- A. Instructor – (self) introduction.
  - 1. Information on importance of concise radio communications for daily operations
- B. Preview of performance objectives.
- C. Opening statement and purpose.

If you are going to function as a Protective Services Officer for the AZ DES, you need to know the basic operations of standard radio communications as they apply to AZ DES Protective Services functions.

*Day-to-day communications differ from emergency transmissions.*

*Training is key.*

*Hand out copy of Policy #11.*

*Provide example of each type of code in practical transmission.*

*Complete transmission*

*Demonstrate for students*

*Demonstrate and go over the guidelines in policy and insure the student knows the procedures.*

II. RADIO CODES

- A. 10-CODES
  - 1. Basic Identifier
  - 2. Alpha Identifier
  - 3. Phonetic Alphabet
- B. DESCRIPTOR CODES
  - 1. Incident Type codes
  - 2. Used instead of "plain talk"
- C. DISPOSITION CODES
  - 1. Give status of incident

III. GENERAL RADIO PROCEDURES

- A. Use standard "from-to" format
  - a. "From" Initiating officer – "To" acknowledging officer
- B. Use Phonetic alphabet and Alpha identifier
- C. Use 10-code & Alpha Identifier to acknowledge

IV. EMERGENCY PROCEDURES

- A. Designed to save an officer's life.
  - 1. Follow general Police procedures and call signs.
  - 2. In an emergency, no time to think about what to say.



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**RADIO PROCEDURES**

**B. CODE 900 CHECK WELFARE CALL**

1. Designed to protect officer in the event of officer being disabled or not able to respond.

**C. 999 BROADCAST**

1. Critical to officer safety!

*Ensure student understands this is a life or death situation!*

**VI. EXIT COMMENTS – QUESTIONS**



**Office of Inspector General**  
 Protective Services  
**LESSON PLAN COVER SHEET**

<b>Introduction to Criminal Law, Civil Liability &amp; Search &amp; Seizure</b>		<b>HOURS: 4</b>							
<b>DATE FIRST PREPARED:</b> September 8, 2016		<b>PREPARED BY:</b> Reynolds Nejo							
<b>DATE REVISED/REVIEWED:</b> September 28, 2016		<b>BY:</b> Charles Loftus and Carlos Contreras							
<b>DATE REVISED / REVIEWED:</b> <small>(Please Circle one)</small>		<b>BY:</b>							
<b>DATE REVISED / REVIEWED:</b> <small>(Please Circle one)</small>		<b>BY:</b>							
<b>DATE REVISED / REVIEWED:</b> <small>(Please Circle one)</small>		<b>BY:</b>							
<b>LIST ANY PREREQUISITES:</b> None									
<b>LEAD INSTRUCTOR:</b> Darryl Rivers		<b>BACK-UP INSTRUCTOR(s):</b> Reynolds Nejo & Mark Roberts							
<b>APPROVAL NUMBER:</b> OIG-2016-06									
<b>COURSE DESCRIPTION:</b> An outline of the laws that affect the authority of the DES Protective Officer for the AZ DES, their justification of the use of force; the citizen's arrest and liability to conduct searches of persons and property.									
<b>INSTRUCTOR REFERENCES:</b> AZ Revised Statutes AZ DES OIG Policies and Procedures		<b>TRAINING AIDS, EQUIPMENT, MATERIALS:</b>							
<b>METHOD OF INSTRUCTION:</b> In person lecture		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;"><b>PRE-TEST:</b></td> <td style="padding: 2px; text-align: center;">Yes</td> <td style="padding: 2px; text-align: center;">No</td> </tr> <tr> <td style="padding: 2px;"><b>POST-TEST:</b></td> <td style="padding: 2px; text-align: center;">Yes</td> <td style="padding: 2px; text-align: center;">No</td> </tr> </table>		<b>PRE-TEST:</b>	Yes	No	<b>POST-TEST:</b>	Yes	No
<b>PRE-TEST:</b>	Yes	No							
<b>POST-TEST:</b>	Yes	No							
<b>SUCCESS CRITERIA:</b> Attendance of class									
<b>PERFORMANCE OBJECTIVES:</b> <ol style="list-style-type: none"> <li>1. Have a working knowledge of the most general AZ State Criminal laws they may encounter as unformed Protection Officers assigned to the security of AZ DES properties, employees and general public accessing AZ DES buildings &amp; offices.</li> <li>2. Have a working knowledge of the importance of the 4 culpable mental states that constitute several offenses.</li> <li>3. Understand civil liability of Protective Service Officers.</li> <li>4. Understand the limitations &amp; liability of unreasonable search &amp; seizures.</li> </ol>									
<b>AGENCY APPROVAL</b>	<small>Name (Type or Print)</small>	<small>Signature</small>	<small>Date</small>						
	<small>Title (Type or Print)</small>	<small>Agency Name (Type or Print):</small> Department of Economic Security, Office of the Inspector General							



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

CRIMINAL LAW; CIVIL LIABILITY; POWERS OF ARREST; SEARCH & SEIZURE

I. INTRODUCTION

- A. Instructor – (self) introduction.
  - 1. Overview of course
  - 2. Preview of performance objectives.
- B. Opening statement and purpose.

*Introduction of students, background; prior expertise or training.*

II. UNDERSTANDING THE BASICS of AZ CRIMINAL LAW

- A. Petty Offense VS Misdemeanor VS Felony
  - 1. Misdemeanor is a minor offense.
    - a. Reasonable physical force may be used to arrest offender.
  - 2. Felony is serious offense.
    - a. Physical force up to and including deadly force can be used to arrest offender.
  - 3. Petty Offense is punishable by fine only. No authority to arrest or detain by citizen.
- B. "Culpable Mental State"; 4 types
  - 1. Intentionally
  - 2. Knowingly
  - 3. Recklessly
  - 4. Negligently
- C. "Physical Force" VS "Deadly Physical Force"
  - 1. Physical Force is the reasonable amount of force allowed to effect arrest of another.
  - 2. Deadly Physical Force is the amount force allowed to arrest or stop a subject that can cause death or serious physical injury.
- D. "Dangerous Instrument VS Deadly Weapon"
  - 1. Deadly Weapon is anything designed for lethal use it; includes a firearm.
  - 2. Dangerous Instrument is anything that can cause death or inflict serious injury under any circumstance in which it is used.

A.R.S. TITLE 13

- a. You planned to do it.
- b. You meant to do it.
- c. You knew it could happen
- d. You should have known it could happen.



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- E. "Government Function"
  - 1. Any activity a public servant is authorized to do on behalf of a government of this state.
- F. "Public Servant"
  - 1. Any officer or employee of any branch of government, employed to perform a government function.
- G. "Possess" VS "Possession"
  - 1. Possess applies to the knowledge of having control over any property.
  - 2. Possession applies to having the actual control of any property.
- H. "Defacing" VS "Tampering"
  - 1. Defacing is the unnecessary act of marring any surface of any property without the permission of the owner.
  - 2. Tampering means any act of interference with any property without the permission of the owner.
- I. "Entry" VS "Enter or Remain Unlawfully"
  - 1. Entry defines the intrusion of any instrument or part of the body that crosses the external boundary of building or real property.
  - 2. Enter or Remain Unlawfully refers to the act of any person who enters or remains within any premises or property, when such entry or remaining is not licensed, privileged or authorized.

III. CIVIL LIABILITY

- A. DES Protective Service Officers do not possess peace officer authority to stop and detain a person for investigation.
  - 1. Defined purpose of Protective Officers contacts.
    - a. Falls under 1 of 3 categories.
      - 1) Protection of Personnel.
      - 2) Protection of Process.
      - 3) Protection of Property.

- a. Safety or lives threatened.
- b. Operations or daily business disrupted.
- c. Premises damaged, items stolen.



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B. Liability under State Statutes

1. 13-201. Requirements for criminal liability

The minimum requirement for criminal liability is the performance by a person of conduct which includes a voluntary act or the omission to perform a duty imposed by law which the person is physically capable of performing.

2. 13-204. Effect of ignorance or mistake upon criminal liability

a. Ignorance or a mistaken belief as to a matter of fact does not relieve a person of criminal liability unless:

- 1) It negates the culpable mental state required for commission of the offense; or
- 2) It supports a defense of justification as defined in chapter 4 of this title.

b. Ignorance or mistake as to a matter of law does not relieve a person of criminal responsibility.

*Brendlin v. California,*  
549 U.S. 1263, 127  
S.Ct. 2400 (2007)

C. Authority to Detain, not the same as for a Peace Officer.

1. There is no statutory authority for State Security officers to stop & detain a person for investigation.
2. Contacts by Protective Service Officers cannot force compliance by other person.

*TITLE 42 USC, Civil  
Tort*

D. A person is considered to be "seized" & entitled to challenge the government's action under the Fourth Amendment when an officer by means of physical force or show of authority, terminates or restrains another person's freedom of movement through means intentionally applied.

1. The allowed exception is the "consensual" contact.
  - a) The person contacted, consents or agrees to speak with the security officer.



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E. Civil Suit

1. Claim made for failure of officer to properly apply state law or claim of officer to have acted without lawful authority or beyond scope of authority.
2. Because act was thru a government action, tort claim may be a federal issue.
3. "General" VS "Punitive" damages
  - a. General damages will be those paid by the Agency or Department.
  - b. Punitive Damages are those paid for by the officer.
    - 1) Department cannot pay for these, even if they wanted to.

IV. AUTHORITY TO ARREST

- A. 13-3881. Arrest; how made; force and restraint
1. An arrest is made by an actual restraint of the person to be arrested, or by his submission to the custody of the person making the arrest.
  2. No unnecessary or unreasonable force shall be used in making an arrest, and the person arrested shall not be subjected to any greater restraint than necessary for his detention.
- B. 13-3884. Arrest by private person  
A private person may make an arrest:
1. When the person to be arrested has in his presence committed a misdemeanor amounting to a breach of the peace, or a felony.
  2. When a felony has been in fact committed and he has reasonable ground to believe that the person to be arrested has committed it.
- C. 13-3889. Method of arrest by private person
1. A private person when making an arrest shall inform the person to be arrested of the intention to arrest him and the cause of the arrest, unless he is then engaged in the commission of an offense, or is pursued immediately after its





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commission or after an escape, or flees or forcibly resists before the person making the arrest has opportunity so to inform him, or when the giving of such information will imperil the arrest.

- D. 13-3895. Weapons to be taken from person arrested
1. Any person making a lawful arrest may take from the person arrested all weapons which he may have about his person and shall deliver them to the magistrate before whom he is taken.
- E. 13-3900. Duty of private person after making arrest
1. A private person who has made an arrest shall without unnecessary delay take the person arrested & deliver him to a peace officer, who shall without unnecessary delay take him before such magistrate. The officer so taking the person arrested before the magistrate shall make before the magistrate a complaint, which shall set forth the facts showing the offense for which the person was arrested.
  2. If, however, the officer cannot make the complaint, the private person who delivered the person arrested to the officer shall accompany the officer before the magistrate and shall make to the magistrate the complaint against the person arrested.
- F. Placing Violators in Custody:  
Officers responding to a situation must remain alert and maintain communication with their supervisor.
1. Upon arrival:
    - a. Ascertain if a crime has in fact been committed
    - b. Radio or call for backup if needed, and request that Capitol Police respond to assist or transport persons in custody.
    - c. Place offender in custody, using only the reasonable amount of force necessary to effect the arrest.



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- d. Inform offender of arrest at earliest opportunity.
- e. Perform a frisk, remove and secure any weapons.
- f. Handcuff violator(s) for safety.
- g. Remain with violator until Police arrive and take custody.
- h. Identify victim(s), obtain pertinent information and secure any evidence.
- i. When Capitol Police arrive, deliver the violator to them with all pertinent information and evidence.

**V. SEARCH & SEIZURE AUTHORITY**

**A. Search & Seizure**

- 1. There is no civil protection for conducting an unreasonable search of private property by security officer.
  - a. Liability created for loss or damage for non-consensual invasion of person's right to privacy.
  - b. Exception is "abandoned property" or found lost property or discovered unattended property.
  - 1) Intrusion is limited to following:
    - a) Discovery of weapon or contraband.
    - b) Recovery and security of valued item.
    - c) Identification of owner
  - c. Protection of State or employer interest.

Caution: Consider employee right of privacy.  
Must be compelling to overcome interest to privacy.
- 2. Protective Services Officers are not actual police agents, unless they conduct themselves at the direction of law enforcement.
  - a. Affects discovery of evidentiary items.
  - b. The totality of the circumstances will be considered whether Protective Services Officer acted as a police agent.

*Skinner v. Railway  
Labor Executives'  
Assn. (1989)  
489 U.S. 602, 614.*

*U.S. v. Attson (9th Cir.  
1990) 900 F.2d  
1427, 1431*



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CRIMINAL LAW; CIVIL LIABILITY; POWERS OF ARREST; SEARCH & SEIZURE

3. Searches by non-law enforcement governmental employees.
  - a. Regardless of whether the search was initiated or facilitated by police, the exclusionary rule applies to searches conducted by a government employee if he "acted with the intent to assist the government in its investigatory or administrative purposes and not for an independent purpose."

ARS 13-401

**VII. JUSTIFICATION IN USE OF FORCE**

A. Unavailability of justification defense

ARS 13-402

1. Even though a person is justified in threatening or using physical force or deadly physical force against another, if in doing so such person:
  - a. Recklessly injures or kills an innocent third person.
  - b. Justification is unavailable.

ARS 13-403

B. Justification; execution of public duty

1. Justification applies if:
  - a. A reasonable person would believe such conduct is required or authorized to assist a peace officer in the performance of such officer's duties.

*To thwart a suicide attempt.*

C. Justification; use of physical force

1. A person responsible for the maintenance of order in a place where others are.
2. To the extent necessary to maintain order or preserve life.

ARS 13-404

D. Justification; self-defense

1. You are justified in threatening or using physical force against another when you believe that it is immediately necessary to protect yourself against the other's use or attempted use of unlawful physical force.
2. You are not justified if you respond to verbal provocation alone.

ARS 13-405



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CRIMINAL LAW; CIVIL LIABILITY; POWERS OF ARREST; SEARCH & SEIZURE

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <p>J. Justification; use of deadly physical force</p> <ol style="list-style-type: none"><li>1. You are justified in threatening or using deadly physical force against another:<ol style="list-style-type: none"><li>a. When you believe that deadly physical force is immediately necessary to protect yourself against the other trying to seriously harm or kill you.</li></ol></li></ol>                                                                                                                                                                                                                               | <p>ARS 13-406</p> |
| <p>K. Justification; defense of a third person</p> <ol style="list-style-type: none"><li>1. you are justified in threatening or using physical force or deadly physical force against another to protect a third person if, you believe another person is threatening or using physical or deadly physical force against a third person you're trying to protect</li></ol>                                                                                                                                                                                                                                                 | <p>ARS 13-408</p> |
| <p>L. Justification; use of physical force in defense of property</p> <ol style="list-style-type: none"><li>1. You are justified in using physical force against another when you believe it is necessary to prevent an attempt or commission by the other person of theft or criminal damage involving property under your control.</li></ol>                                                                                                                                                                                                                                                                             | <p>ARS 13-421</p> |
| <p>M. Justification; defensive display of a firearm</p> <ol style="list-style-type: none"><li>1. The defensive display of a firearm by you is justified when you it is immediately necessary to protect yourself against the use or attempted use of unlawful physical force or deadly physical force.</li><li>2. "Defensive display of a firearm" includes:<ol style="list-style-type: none"><li>a. Verbally informing another person that you have available a firearm.</li><li>b. Exposing or displaying your firearm.</li><li>c. Placing your hand on a firearm while it is still in your holster.</li></ol></li></ol> | <p>ARS 13-413</p> |



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**CRIMINAL LAW; CIVIL LIABILITY; POWERS OF ARREST; SEARCH & SEIZURE**

**N. Vicarious Liability**

1. **No civil liability for justified conduct**  
No person in this state shall be subject to civil liability for engaging in conduct otherwise justified pursuant to the provisions of this chapter.

**VII. EXIT COMMENTS; QUESTIONS**



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Protective Services  
LESSON PLAN COVER SHEET

<b>Introduction to Basic Operations</b>		<b>HOURS: 2.5</b>	
<b>DATE FIRST PREPARED:</b> September 8, 2016		<b>PREPARED BY:</b> Reynolds Nejo	
<b>DATE REVISED/REVIEWED:</b> September 28, 2016		<b>BY:</b> Charles Loftus and Carlos Contreras	
<b>DATE REVISED / REVIEWED:</b> <small>(Please Circle one)</small>		<b>BY:</b>	
<b>DATE REVISED / REVIEWED:</b> <small>(Please Circle one)</small>		<b>BY:</b>	
<b>DATE REVISED / REVIEWED:</b> <small>(Please Circle one)</small>		<b>BY:</b>	
<b>DATE REVISED / REVIEWED:</b> <small>(Please Circle one)</small>		<b>BY:</b>	
<b>LIST ANY PREREQUISITES:</b> None			
<b>LEAD INSTRUCTOR:</b> Darryl Rivers		<b>BACK-UP INSTRUCTOR(s):</b> Reynolds Nejo & Mark Roberts	
<b>APPROVAL NUMBER:</b> OIG-2016-07			
<b>COURSE DESCRIPTION:</b> An outline of the daily basic duties of Protective Officers when assigned to their duty stations.			
<b>INSTRUCTOR REFERENCES:</b>		<b>TRAINING AIDS, EQUIPMENT, MATERIALS:</b>	
<b>METHOD OF INSTRUCTION:</b> In person lecture and practical exercises		<b>PRE-TEST:</b> Yes      No	
		<b>POST-TEST:</b> Yes      No	
<b>SUCCESS CRITERIA:</b> Attendance of class			
<b>PERFORMANCE OBJECTIVES:</b>			
<ol style="list-style-type: none"> <li>1. Have a working knowledge of their daily basic duties needed to perform.</li> <li>2. Understand and comply with Policies regarding attendance, appearance, uniform equipment.</li> <li>3. Understand how to fill out the Daily Security Log.</li> <li>4. Be aware of the Code of Conduct.</li> </ol>			
<b>AGENCY APPROVAL</b>	<small>Name (Type or Print)</small>	<small>Signature</small>	<small>Date</small>
	<small>Title (Type or Print)</small>	<small>Agency Name (Type or Print):</small> Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

Introduction to Protective Officer Duty Station Basic Operations

**I. INTRODUCTION**

- A. Instructor – (self) introduction.
  - 1. Information on Code of Conduct of DES
  - 2. Mission of OIG, Protective Services
- B. Preview of performance objectives.
- C. Opening statement and purpose.

*Policy #3*

If you are going to function as a Protective Services Officer for the AZ DES, you need to know what basic duties you will perform, be aware that you represent the Protective Services at all times & document your daily activities.

**II. UNDERSTANDING THE IMPORTANCE OF A PROFESSIONAL APPEARANCE.**

- A. Proper attire or uniform with issued equipment, only will be worn.
  - 1. Standardized and recognizable appearance.
- B. Personal appearance groomed within standards.
- C. Only Firearm issued will be carried with duty issued ammunition.

*Policy #2*

**III. NOTIFICATION of LEAVE POLICY**

- A. ADOA Policy regarding leave notification is followed by AZ DES.
  - 1. Officers are responsible for notifying their supervisor for any leave request.
    - a. Includes being late for or missing any shift.

*Policy #5*

*Coverage needs to be maintained*

**V. BASIC DUTIES AND RESPONSE CRITERIA**

- A. Accidental Alarm
  - 1. Respond and handle location.
  - 2. Notify supervisor
  - 3. Log Incident

*Policy #10*



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Introduction to Protective Officer Duty Station Basic Operations

- B. Fire Alarm
  - 1. Follow procedures in AZ DES Emergency Handbook.
  - 2. Respond to scene and determine if valid or false alarm.
  - 3. Review location Evacuation Plan.
  
- C. Patrol Function
  - 1. Visible Deterrent.
  - 2. Do not follow the same pattern.
  - 3. Check all areas in building.
  - 4. Stationary post, be vigilant.
  - 5. Learn your location.

*Policy #12*

V. DOCUMENTING DAILY ACTIVITY

- A. The Daily Security Officer's Log is used to document the daily activities.
  
- B. The Log provides a record of Officers' conduct and issue handled during their respective shifts.
  
- C. The Log is set up with simple explanations of the most common types of activity that an Officer will encounter.
  
- D. Follow the guidelines in Policy #12 to fill in the information.
  - 1. Location, Date, Officer; are all self-explanatory.
  - 2. Using the Codes for activity.
    - a. These are listed to document the specific type of activity that an officer will do.
    - b. Enter the time you started and the time you ended the activity listed in the related Code.
  - 3. Patrol time is not listed as a Code related activity.
    - a. It's what you are doing if not on a fixed position.
    - b. A Code related activity can occur during your Patrol time.
      - 1) In that instance you would start & stop your patrol time when the activity started and handle it.

** Provide copy of Daily Log*





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Introduction to Protective Officer Duty Station Basic Operations

- 2) When the Code related activity is done you list the stop time and resume your patrol time.
4. The log should be completed daily but must be turned in by no later than the close of business on the next scheduled shift.
  - a. Demonstrate the log with a copy for each of the students.

**VI. POST ORDERS**

- A. Designed to provide an outline of the duties an Officer will perform at a specific site or location.
- B. Incorporate daily and emergency procedures for officers and supervisors.
- C. May be general or detailed in descriptions.
- D. Will be prepared by the PSA Supervisor for that location.
  1. Site specific.
- E. Every Officer will expected to have a working knowledge of the POST ORDERS to the site they are assigned.
  1. Creates a protection against undue liability.

*Policy #4*

**VII. EXIT COMMENTS**



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

<b>Trauma Care</b>		<b>HOURS: 3</b>	
DATE FIRST PREPARED: September 8, 2016		PREPARED BY: John Stevens	
DATE REVISED/REVIEWED:		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
DATE REVISED / REVIEWED: (Please Circle one)		BY:	
LIST ANY PREREQUISITES: None			
LEAD INSTRUCTOR: John Stevens		BACK-UP INSTRUCTOR(s):	
APPROVAL NUMBER: OIG-2016-08			
COURSE DESCRIPTION: Recognition and Treatment of Medical Emergencies			
INSTRUCTOR REFERENCES:		TRAINING AIDS, EQUIPMENT, MATERIALS: Trauma Kits	
METHOD OF INSTRUCTION: In person lecture and practical exercises.		PRE-TEST:	Yes No
		POST-TEST:	Yes No
SUCCESS CRITERIA: Attendance of class			
PERFORMANCE OBJECTIVES: 1. Explain barriers to action and define check-call-care. 2. Demonstrate proper check assessment procedures for unconscious and conscious adults, children and infants. 3. Explain and list the procedure and information necessary when placing a 911 emergency call for professional medical help. 4. Demonstrate specific skills tests for treatment of life threatening trauma. 5. Demonstrate skill tests for use of a tourniquet. 6. Explain the procedure of care for severe bleeding.			
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date
	Title (Type or Print)	Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

TRAUMA CARE

**I. INTRODUCTION**

- A. Instructor – (self) introduction.
- B. Preview of performance objectives.
  - 1. First Aid, Good Samaritan laws, EMS System, Standards of Care
  - 2. Recognizing and Responding to Emergencies, Avoiding Infectious Diseases
  - 3. Basic Life Support: Rescue Breathing, Choking, CPR, AED
  - 4. Bleeding & Wound Care, Shock, Burns
  - 5. Head, Spinal, Chest, & Abdominal Injuries
  - 6. Bone, Joint & Muscle Injuries
  - 7. Sudden Illness: Cardiac, Stroke, Respiratory, Seizures, Diabetes
  - 8. Heat, Cold, & Environmental Emergencies
- C. Opening statement and purpose.

Knowing how to respond to a medical emergency is one of the most important skills a person can possess. This course will enable the student to intervene appropriately in an emergency before medical help arrives. The student will make appropriate decisions regarding comprehensive first aid care for life threatening bleeds.

**II. EMERGENCY SITUATIONS**

- A. Citizen responder
- B. Emergency Medical Services (EMS) system
- C. Barriers to action
- D. Emergency action steps (check-call-care) e. 911

**III. PROPER CHECK PROCEDURES FOR UNCONSCIOUS AND CONSCIOUS VICTIMS**

- A. Body systems
- B. Assessment of unconscious persons
- C. Assessment of conscious persons



Office of Inspector General  
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TRAUMA CARE

**IV. LIFE-THREATENING CONDITIONS**

- A. Breathing emergencies
- B. Rescue breath technique
- C. Cardiac emergencies
- D. CPR
- E. Obstructed airway techniques for conscious and unconscious victims
- F. AEDs
- G. Severe bleeding
- H. Shock

**V. INJURIES**

- A. Soft tissue injuries
- B. Musculoskeletal injuries
- C. Immobilization (splinting) techniques

**VI. MEDICAL EMERGENCIES**

- A. Sudden illnesses (fainting, diabetes, seizures and stroke)
- B. Poisonings
- C. Insect bites and stings
- D. Substance abuse and misuse
- E. Heat and cold exposure

**VII. SPECIAL SITUATIONS**

- A. Rescue moves
- B. Special needs
- C. Delayed help

**VIII. EXIT COMMENTS**



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

<b>DES Mandatory Computer Training and Unusual Incident Reports (UIRs)</b>		HOURS: 1.5	
DATE FIRST PREPARED: September 8, 2016	PREPARED BY: Reynolds Nejo		
DATE REVISED/REVIEWED: September 28, 2016	BY: Charles Loftus and Carlos Contreras		
DATE REVISED/REVIEWED: <small>(Please Circle one)</small>	BY:		
DATE REVISED/REVIEWED: <small>(Please Circle one)</small>	BY:		
DATE REVISED/REVIEWED: <small>(Please Circle one)</small>	BY:		
DATE REVISED/REVIEWED: <small>(Please Circle one)</small>	BY:		
LIST ANY PREREQUISITES: None			
LEAD INSTRUCTOR: Darryl Rivers	BACK-UP INSTRUCTOR(s): Reynolds Nejo and Mark Roberts		
APPROVAL NUMBER: OIG-2016-09			
COURSE DESCRIPTION: An outline of the mandatory computer training Protective Officers must complete as a standard of their employment and outlines procedures for reporting unusual incidents.			
INSTRUCTOR REFERENCES: AZ DES Mandatory Training List AZ HRIS/Y.E.S. Portal AZ DES Policy 1-07-02	TRAINING AIDS, EQUIPMENT, MATERIALS: Handouts and computer system		
METHOD OF INSTRUCTION: In person lecture and practical exercises.	PRE-TEST:	Yes    No	
	POST-TEST:	Yes    No	
SUCCESS CRITERIA: Attendance of class			
PERFORMANCE OBJECTIVES: 1. Complete mandatory computer based training 2. Identify procedures for reporting unusual incidents			
<b>AGENCY APPROVAL</b>	Name (Type or Print)	Signature	Date
	Title (Type or Print)	Agency Name (Type or Print): Department of Economic Security, Office of the Inspector General	



Office of Inspector General  
Protective Services  
LESSON PLAN COVER SHEET

DES MANDATORY COMPUTER TRAINING AND UNUSUAL INCIDENT REPORTS (UIRS)

**I. INTRODUCTION**

- A. Instructor – (self) introduction.
  - 1. Provide overview of the requirement for new students to complete the mandatory DES CBT courses.
- B. Explain and insure each student is provided a "D" number and "EIN" to access the AZ YES & CBT screens and outline procedures for reporting unusual incidents.
- C. Opening statement and purpose.

All unusual incidents as defined in DES 1-07-02 shall be reported using the Unusual Incident Report (J-309) (UIR) form.

As a standard of employment for AZ DES every Protective Services Officer will need to successfully complete the mandated CBT Courses Training governed by DES Policy 1-27-02.

# PROTECTIVE SERVICES OFFICER STANDARDS 2016-2017

**OFFICE OF INSPECTOR GENERAL**  
PROTECTIVE SERVICES ADMINISTRATION





## MISSION

The mission of the Protective Services Division is to provide a safe working environment to Department of Economic Security clients and colleagues in support of their essential duties statewide. PSA's goal is to keep DES employees and clients safe and secure in the advancement of DES' mission and agency-wide goals.

## VISION

To provide protective services DES clients and colleagues. To strive for a culture bonded in the highest ethical and professional standards in response to community needs at all times by maintaining a workforce having pride, professionalism, courteous and confident members

## VALUES

Integrity

Professionalism

Accountability

Diversity

Teamwork

Promotion and support of an organizational climate of trust and respect.

Atmosphere that allows for innovation and change in the delivery of quality, public safety and security services.





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Protective Services Administration

**I. THE POSITION**

Under general supervision Protective Services Security Officers will control access; monitor security systems and provide armed security for DES buildings and property. The Security Officer will inspect facilities for security violations, hazards and other problems.

The Protective Services Security Officers shall:

1. Assesses security needs and monitors employee and visitor access to buildings and property ensuring only authorized entry and arrival at their predetermined destination. They will receive visitors and employees in order to provide assistance.
2. The Security Officer will monitor all security alarms, access control systems and visitor management systems statewide and notifying appropriate personnel for emergencies or service/maintenance.
3. The Security Officers will patrol buildings and grounds; respond to and reports emergencies, unusual incidents or occurrences in order to minimize or deter the development of hazardous or dangerous situations. They will monitor and operate multiple CCTV monitors and video surveillance systems in order to record activities and retrieve video records at varied locations.
4. The Security Officer will document information about unusual incidents; establishes, creates, updates, and maintains manual and automated filing systems and controls access to confidential information; operate a two-way communications system in order to remain in constant radio contact with other security and department personnel.
5. The Security Officer will screen and log hand-delivered envelopes and packages in order to inspect for hazards, conduct safety & security inspections, support Department facilities in conducting evacuation drills and administer first-aid as needed.
6. Maintains proficiency in the use of assigned weapons and equipment.

The Protective Security Officers must have the ability to:

1. Work effectively under highly stressful conditions & control uncooperative subjects.
2. Establish and maintain courteous and effective working relationships with others.
3. Interpret and act upon moderately difficult written information.
4. Communicate clearly and concisely both orally and in writing for the purpose of obtaining and disseminating information.
5. Work independently with minimal supervision.



Protective Services Administration

6. Apply deadly force in accordance with Department policies/procedures.
7. Exercise diplomacy when dealing with people in sensitive situations.
8. Apply active listening techniques in order to obtain complete and accurate information.
9. Function effectively as a member of a team.
10. Analyze information and draw logical conclusions.
11. Operate a personal computer and standard office equipment along with a variety of communications equipment, security alarm systems and video recording systems.
12. Apply first responder techniques in performing emergency first aid (e.g. triage, and CPR, etc.).
13. Successfully complete firearms training to meet and maintain established firearms standards.
14. May work irregular hours, holidays, weekends, call-out and overtime; walk or stand for extended periods of time; work in varying weather conditions.



## II. UNIFORMS & PERSONAL APPEARANCE

The purpose of this policy is to establish standards and guidelines for the proper attire and grooming of security personnel. Appearance and uniform guidelines are provided to promote a safe and professional atmosphere while on duty.

### POLICY

In order to promote a safe and professional atmosphere, it is the policy of the Department of Economic Security, Protective Services Administration that all security officers be properly groomed and dressed appropriately for their position and the environment in which they work. All personnel shall be neat, clean and appropriately dressed when representing the court. Uniform and non- uniform attire shall conform to the requirements of this policy.

### DEFINITIONS

**Uniform Attire:** Uniform attire consists of the currently approved trousers, shirt, shoes and equipment as defined in this policy.

**Business Attire:** Generally, clothing that is appropriate for an office environment. For male security officers, business attire consists of slacks, dress shirt, tie and jacket. For female security officers business attire consists of slacks, blouses/sweaters, dresses or suits. Business attire does not include mini- skirts, t-shirts with logos on them etc.

**Summer Business/ Business Casual Attire:** Clothing appropriate for an office environment but is lighter in weight.

- i. Male business casual attire generally consists of casual pants, short sleeve dress shirts and polo shirts.
- ii. Female business casual attire also includes sleeveless shirts and dresses. Business casual attire does not include clothing such as, shorts, tank tops, halter tops, mini-skirts, t-shirts with logos or exercise clothing.

### PROCEDURES

1. **Proper Attire:** All personnel are required to wear clothing appropriate for their assigned duties. The security manager may direct a Security Officer to return home and change clothing which is inappropriate or unsuitable according to the intent of the standards established by this policy. Security Officers may also be required to replace uniforms which no longer meet these standards. Time required may be charged to personal time and if no time is available as leave without pay.
2. **Hairstyles:** Hairstyle standards shall create a professional appearance and be consistent with generally accepted standards for law enforcement professionals.



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- a. Male security officers in uniform shall wear their hair neatly combed and trimmed at all times. Hair shall not be allowed to grow to a length so as to touch the top of the ears, eyebrows, or touch the top of the uniform shirt collar.
  - b. Spiked, Rooster, and other extreme style hair and colorings are prohibited.
  - c. Female security officers in uniform shall wear their hair so that it does not extend below the bottom of the uniform shirt collar.
  - d. Wigs and hairpieces are permitted if in conformance with these standards.
3. Facial Hair: For uniformity and safety, security officers may have facial hair. All facial Hair must be trimmed.
  - a. Mustaches will be trimmed so as not to extend below the corners of the mouth, will not be waxed or twisted, handlebar and upturned mustaches are not authorized.
  - b. Goatees allowed but must be neatly trimmed.
  - c. Sideburns shall be trimmed so as not to extend below mid ear and shall not appear bushy. They shall end in a clean shaven horizontal line not protruding toward the cheek.
4. Makeup: Female security officers may wear cosmetics which presents a professional appearance.
5. Jewelry: Jewelry may be worn which is appropriate to the duty assignment and attire.
  - a. Security Officers in uniform may wear wristwatches and rings conforming to a conservative style and is not a safety issue. Female security officers with pierced ears may wear one small studded earring in each ear, on the earlobe. No other visible jewelry shall be worn.
  - b. Security Officers on duty out of uniform may wear jewelry which does not interfere with their ability to perform their job or conflict with safety standards.
6. Tattoos: Security Officers with tattoos or a brand which may be considered offensive, unprofessional or have an adverse effect on their ability to perform their assigned duties will make every effort to cover or conceal them.



Protective Services Administration

**UNIFORMS**

Uniforms will consist of the following:

- Shirts will be tan short sleeves, to match uniform trousers.
- Trousers will be tan with the cuffs trimmed to a length to touch the top of the shoes.
- Shoes will be black with a plain toe and walking heel, in leather or conform.
- Other boots or shoe styles must be approved by the Security Director. Footwear must be polished when worn with the uniform.
- Undershirts shall be worn with the uniform. Undershirts may be white or black and cannot have writing or pictures on them.
- While in uniform black or navy blue socks will be worn. Socks with white feet may be worn, but the white shall not show above the shoe. White socks may be worn with written medical authorization.

**EQUIPMENT**

Equipment issued by the Department, (Security Officers must display competency prior to issuance of this equipment) consists of the following:

1. Firearm - Glock Model 17 or 19 9mm caliber
2. Magazines (3) – Glock, 15 round for the Model 17 or 19.
3. Baton - ASP, length of 20"
4. Handcuffs – Peerless
5. Department issued holster

Security personnel shall be assigned a primary handgun. If approved, may also use a special assignment handgun, and impact weapons.

“Leather” goods are a manufactured black nylon as follows:

1. Gun belt, black nylon 2 ¼ inches wide.
2. Underbelt, black nylon with Velcro fastener worn under the gun belt.
3. Holster, black nylon for the issued firearm.
4. Magazine holder, black nylon designed to carry two (2) magazines for the issued firearm.
5. Handcuffs & case
6. Baton holder, black nylon designed to carry an ASP.
7. Belt Keeper Straps, four (4) each to be worn evenly spaced around the waist

**OTHER ACCESSORIES:**

1. Flashlight holder
2. Key carrier
3. Portable radio carrier.

Protective Services Security Officers are charged with providing for the safety and protection of employees and visitors to the AZ DES Buildings. This responsibility includes protection of personal life and property issued, owned or used by AZ DES personnel. These official duties may place a Security Officer in a circumstance where use of a firearm may become necessary.



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1. **Firearms**  
All Protective Services Security Officers are required to properly secure, store, maintain handle and care for all Departmental issued firearms. The misuse, negligent use, or care-less conduct, to include negligent or careless storage of equipment, is prohibited.
2. **On-Duty Weapons**  
Authorized Department personnel, shall be armed at all times while on duty with a fully loaded handgun of a make and model approved by the Protective Services Director and issued by the Department. The Department shall maintain a list of issued equipment, including serial numbers of issued firearms.
3. **Knives**  
Unauthorized unless prior Department consent is given.

**NOTE:** Authorized Department personnel will be issued a holster and dual magazine holder for wear with the department uniform, designed to accommodate the weapon with the appropriate level of security. While on duty, authorized members in plainclothes shall also carry a fully loaded spare magazine of ammunition.

4. **Off-Duty Weapons**  
No departmental issued weapon, or any weapon used for on-duty purposes, may be carried in an off-duty capacity. Duty weapons may be carried in an off-duty status to and from work, a firing range, or other locations required for employment.

**NOTES:** Any authority to carry a firearm off-duty in a concealed manner must be in compliance with the laws of the State of Arizona. Any Division personnel that choose to carry a firearm off-duty in any manner must do so in compliance with all Federal, State and local laws, statutes or codes.

1. **Personally Owned Equipment and Firearms**  
In those situations where personally owned equipment, including firearms, is permitted to be carried, the Department assumes no responsibility for loss or damage that may occur to that equipment. Division Personnel authorized to carry personal equipment, are under the same rules and regulations as if the equipment was Department issued.
2. **Firearms Practice and Qualification**  
Security Officers are responsible to maintain proficiency with their issued firearm. Security Officers are required to pass a firearms qualification course annually. Periodic practice will ensure proficiency and proper function and reliability of issued firearms.

The qualification course will follow the standards of the Arizona POST firearms training course.

**NOTES:** Any Security Officer failing to attain a qualifying score will be granted a second opportunity to qualify. If they are still unable to qualify, they will receive remedial training and an additional practice session. After training and practice they will be given two additional opportunities to fire a qualifying score. If they are still unable to meet the minimum qualification standards, they will be relieved of their firearm and may be subject to additional action.





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3. **Firearms Maintenance and Repair**  
Security Officers shall be responsible for cleaning and inspecting their issued firearm. Firearms should be cleaned when 50 or more rounds have been fired. A good practice would be to clean your weapon after every use.

All repairs must be made or arranged by the Department approved armorer(s).

The Department shall retain ownership of all firearms and all other firearm related equipment purchased and provided to Security Officers.

No modification, repair, or replacement of a department-authorized firearm shall be made unless performed or authorized in writing by the Protective Services Director.



### III. CODE OF CONDUCT

Security Officers are expected to maintain a level of conduct complimentary to their department. The way a Security Officer acts or reacts to a situation can determine their effectiveness in that situation. Their actions also reflect on how the entire Department is viewed.

Providing protective services places Security Officers in the unique position of having access to all offices in every department. Security Officers are placed in situations where they may discover files and other information not meant for publication. Security Officers often learn of employees' personal problems and situations in the workplace. Every Security Officer must strive to be completely trustworthy, and have the ability to keep matters confidential.

Security Officers meet and converse with many examples of the general public. On or off duty in the DES buildings, Protective Services Security Officers will always afford citizens the respect due them. Address each by "Sir", "Ma'am" or their formal title.

Use the following list to provide guidelines in which to measure your performance. These include but are not limited to:

1. Being courteous and polite in dealing with employees and visitors
2. Rumors are just that, don't spread them
3. Offensive or abusive language will not be used. Someone is **always** listening.
4. Refrain from conversation containing sexual tone or innuendo
5. Personal problems between Security Officer's and with employees will be reported to the Security Director.
6. At no time will any Security Officer remove any item from any office without permission.
7. Computer systems found on, will be left on.
8. Offices found to be unlocked will be checked, secured and noted in the log.

Security Officers will conduct themselves in a manner which will bring credit upon themselves, and the Department.

If Protective Service Security Officers have allegations of misdeed or complaints about their performance submitted against them, the procedures established by DES Policies and Procedures will be followed.



## CODE OF CONDUCT

There are ten elements to the code of ethics for DES Protective Service Officers. The code is as follows:

*In my capacity as a DES Protective Service Officer hired to prevent, report and deter crime, I pledge:*

1. To protect human life and property, in that order, and only under conditions of extreme necessity and as an absolute last resort will deadly force be used; to prevent and reduce crime committed against the Arizona Department of Economic Security, or other organizations and institutions to which I am assigned; abide by the constitution of the United States, and the laws of Arizona.
2. To carry out my duties with honesty and integrity and to maintain the highest moral principles.
3. To faithfully, diligently and dependably discharge my duties, and to uphold the laws, policies and procedures that protect the rights of others.
4. To discharge my duties truthfully, accurately and prudently without interference of personal feelings, prejudices animosities or friendships to influence my judgments.
5. To report any violation of law or rule or regulation immediately to my supervisors.
6. To respect and protect information considered confidential and privileged by my employer or client, except where their interests are contrary to the law or this code of ethics.
7. To cooperate with all recognized and responsible law enforcement agencies within their jurisdiction.
8. To accept no compensation, commission, gratuity, or other advantage without knowledge and consent of my employer.
9. To conduct myself professionally at all times, and to perform my duties in a manner that reflects credit upon myself, my employer and the security profession.
10. To continually improve my performance by seeking training and educational opportunities that better prepare me to carry out my security duties.

*I acknowledge that I have read and that I understand the Code of Conduct.*

---

*Print Name*

*Signature*

*Date*



#### IV. POST ORDERS

##### 1. ORDERS

- A. Designed as the outline for the functioning of Offices at an assigned location.
  - 1. Every Security Officer will be knowledgeable be of their Post Orders.
  - 2. Every supervisors will insure the Post Orders are completed, current & adhered to.
- B. Each location may have directives significant to that location.
  - 1. Each Post Order should reflect the general and specific needs for the Location.

##### 2. GENERAL TOPICS

- A. Daily Procedures.
  - 1. Outline the daily duties for the location.
    - a. Describe the duties as clearly as you can.
    - b. Specify what you need the Security Officers to do everyday.
  - 2. Meet with Office managers to get input
    - a. They may have definite expectations for the Security Officers.
  - 3. Familiarize the Security Officers with floorplan of Office.
  - 4. Monitoring duties to keep security of location.
- B. Emergency Procedures.
  - 1. Align with AZ DES Emergency Procedures Handbook.
    - a. Office staff train to this standard.
  - 2. Be aware of Exits and evacuation plans.
    - a. Fire, Police Incidents, Medical Emergencies.
  - 3. Alarm procedures for site.
    - a. Fire alarms.
    - b. Panic alarms.
- C. Incident Reporting.
  - 1. Contact reporting lists.
  - 2. Provide copy of "UIR J-309-FF" form to Security Officers.
    - a. Establish reporting criteria for Security Officers.
    - b. Insure Supervisor controls for reporting.
  - 3. Insure Daily Logs are specified to be completed at the end of each shift or by the end of the next shift.
  - 4. Create "pass along" logs and sign in sheets, if necessary.
- D. Incorporate site specific procedures.
  - 1. What security officers need to do at that location?
  - 2. Sign on and sign off procedures.
    - a. Check in or sign in sheet.
    - b. When can a security officer sign off duty?
- E. Supervisor controls implemented.
  - 1. When does a supervisor need to be notified?



## POST ORDERS

START DATE:                      START TIME:                      END TIME:                      LUNCH TIME: **Varied**

DIVISION/PROGRAM: **OIG/PSA**

LOCATION POINT OF CONTACT:

DES OIG PSA- POINT OF CONTACT:

LOCATION ADDRESS:

ALTERNATE CONTACT:

**Lt. Rey Nejo**

**Office#:602-542-3335**

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### I. Reporting for Duty.

- A. Upon arrival Protective Service Officers:
- 1) Be in complete uniform and ready to perform their duties.
  - 2) Will practice professional customer service.
  - 3) Make communications check with other officers to insure radios are functioning.
  - 4) Check emails for updated security information & deploy to posted positions.
  - 5) At the end of each shift, each Officer will clear they are "10-7", before leaving site. If supervisor is already "10-7", final remaining Officer need only secure.

### II. Daily Procedures.

- A. Create and complete daily security log; each officer.
- 1) Forward completed log to Supervisor by no later than end of next shift.
- B. Review all daily correspondence at beginning of shift. Complete any requests or schedule time in shift to complete them before the end of the assigned shift.
- C. Multiple officers' sites; rotate positions to provide coverage and patrol to location.
- D. If an officer is going to be late or not staffing for shift due to illness or other emergency; notify the immediate supervisor or in his absence, another Protective Services Supervisor.
- 1) If any planned time off (vacation, appointment, etc.) is anticipated in the coming work week, notify the supervisor with no less than 5 working days. This is to allow time for scheduling adjustments to be made.
  - 2) Obviously, all emergency & sick time cannot always be planned, so it is recommended that as much notification be given as possible.
- E. Report any questions or concerns to your immediate supervisor. Maintain the chain-of-command regarding any operational issues.

### III. Incident Reporting.

- A. Immediate supervisor & UIR will be completed under any of the following:
- 1) Armed subject on property.
  - 2) Medical call for assistance.
  - 3) Report of violent client or employee.
  - 4) Damage to State property or vehicle.
  - 5) Dignitary on property.
  - 6) Police, Fire or EMS on property, in official capacity or call including false alarms.
  - 7) Protective Services Officer confrontation involving use of force.
  - 8) Escort of terminated employee from duty station, where violence is suspected.
  - 9) Injured employee report.
  - 10) Bomb Threat.



- 11) Domestic Violence issue, including order of protection service or violation; restraining order service or violation; harassment or stalking.
- 12) Phone threat of violence or injury towards employee.
- 13) Criminal Trespass violation.
- 14) Security Breach, i.e. unescorted, unauthorized person in secure area of property.
- B. Other incidents, Officer will document activity in Daily Log.
- C. Parking Advisory Log will be filled in whenever a Parking Warning/Advisory is issued
- D. Respond and handle Fire, EMS Police incidents as required.
  - 1) Medical-apply emergency medical treatment to level of training only; Airway, Breathing, Circulation.
  - 2) Manage patient until medical personnel arrive.
  - 3) Fire- Evacuate personnel to safe area.
  - 4) Police- Stabilize and secure scene.

**III. Emergency Procedures.**

- A. Review & familiarize yourself with the AZ DES Emergency Procedure Handbook (ISA-1003B).
- B. Contact appropriate Agency (Fire, Police, EMS)
- C. Familiarize yourself with building floor plan.
- D. Complete UIR (J-309-ff form).
- E. Emergency Notifications
  - 1) If you have any questions, or see anything suspicious, notify your supervisor immediately!
  - 2) Do not hesitate to radio the Front Desk, or call the Capitol Police at: 602-542-4580; or in the event of immediate danger, dial 9-1-1.

**V. Site Specific procedures.**

A.

Prepared by:

_____  
Print Name

_____  
Signature

Approved

NotApproved

Approved by:

_____  
Print Name

_____  
Signature

Effective date:

Revised date:



## V. LEAVE POLICY/DRUG FREE WORKPLACE

The Protective Services Staff follows the policies and procedures of the Arizona Department of Administration leave policy (see attached). Due to job requirements to maintain coverage, Security Officers must adhere to additional rules pertaining to all leaves.

Due to the specialized services provided by the Protective Services Administration, time off should be requested well in advance so coverage can be scheduled and services required will not be hindered.

The nature of the security demands many employees work odd hours. Some offices may hold meetings extending well beyond normal work hours and sometimes classes, meetings, hearings and other events could take place over weekends and on holidays.

The Protective Services Administration Director is responsible for providing ample personnel to perform these duties at all times. A monthly work schedule is planned indicating daily shifts and days off for each Security Officer. Work schedules are prepared as far in advance as is practical.

In order to provide maximum coverage, all security officers work a 40 hour week assigned to a certain shift with day weekends and state holidays off. Security Officers may be assigned to rotate through various shifts or be assigned a steady shift.

Unfortunately, mission requirements, incidents, accidents and requests for additional security coverage occur with little or no notice. To allow for this, a work schedule must be flexible and will be changed when necessary to ensure coverage. Security Officers may be required to work extended hours, additional tours or without days off.

Protective Service Security Officers are responsible for checking with their supervisor at least once daily for changes. **Tour swaps** are allowed when they will have little or no effect on the needs of the department. Security Officers will request a swap in writing to their supervisor. If approved, those changes will be reflected on the next shift. Requests that are disapproved will be returned to the Security Officers involved with a reason for the rejection.

Security Officers will remain in uniform while on duty until they are properly relieved. Relieving Security Officers will be expected to arrive with sufficient time to check equipment, receive relevant information and allow the relieved Security Officer to depart on time. At no time will any Security Officer leave their assigned post until they have been properly relieved and completed their tour.

### **NORMAL WORK TOURS:**

#### **Day Shift:**

Provides coverage during normal business hours. Security Officers will work an eight hour tour. Start and finish times will be set in accordance with the needs of security but will normally start between 0600 and 1000 hours and finish between 1400 and 1800 hours.

#### **Special Assignment:**

Hours as needed



## Protective Services Administration

While every effort is made to curtail excessive tour changes, Security Officers must understand that the needs of the department come first. When possible, Security Officers involved in a schedule change will be given advance notice.

### **Sick Leave:**

If a staff member needs to call in due to illness, their supervisor will be contacted. If the supervisor is not available a message will be left. During non-business hours Security Officers calling in sick will notify their supervisor. If the Security Officer calling in is scheduled to relieve another Security Officer, duty Security Officer will contact their supervisor and follow his instructions. Their supervisor will make the appropriate changes and work schedules. If a Security Officer feels sick while on duty, he/she is to contact their supervisor to get approval to leave their post. If their supervisor is not available, contact the next in command for approval. Never leave your post without permission. The supervisor may require Security Officers to submit a doctor's note for illnesses or a doctor's note certifying ability to perform their duties before a Security Officer may return to duty.

Security Officers requesting five or more consecutive work days leave must submit their requests as far in advance as possible, but not more than 180 days prior to the effective date. Doing this provides a buffer period where schedules can be adjusted and working Security Officers will have ample notice, avoiding unnecessary inconvenience.

If more than one Security Officer has requested the same vacation dates and requirements allow for only one leave, the request received the earliest will be given preference. The needs of the Department will take priority for any leave consideration requests.

### **Compensation Time & Personal Days:**

Protective Services Security Officers accumulate compensation time when working more than forty hours in any work week. In order to ensure sufficient coverage, Security Officers are required to cover tours of any Security Officer on sick leave, emergency leave, etc. Compensation time normally accumulates at a rate of time and one half for each hour worked.

If a situation arises which would cause overtime, Security Officers will be asked to volunteer. If no volunteer can be found, a Security Officer will be ordered to perform the required overtime duty. Should more Security Officers volunteer than is needed, the supervisor will select a qualified Security Officer to work.

Security Officer may accumulate up to 80 hours compensation time which may be used as leave time.

When requesting leave of less than five consecutive days, Security Officers will submit requests not more than 60 days or less than 15 days in advance of the dates asked for. Requests submitted for leave less than 15 days in advance may be approved by their supervisor as long as there is appropriate security coverage.

### **Drug Free Workplace:**

All staff are required to adhere to DES Policy # DES 1-01-03 Drug Free Workplace Policy.





## VI. OFFENDER ARREST & SEARCH AUTHORITY

The AZ Department of Economic Security has delegated the safety and protection of its staff, employees, the general public they serve and its property to the Protective Services Unit. Performance of these duties may require Protective Services Security Officers to arrest individuals violating criminal statute or law.

### 1. ARREST AUTHORITY

A. DES Protective Service Security Officers do not possess Peace Officer authority to stop and detain a person for investigation.

1. Defined purpose of Protective Officers contacts.

a. Falls under 1 of 3 categories.

1) Protection of Personnel.

a) Safety or lives threatened.

2) Protection of Process.

a) Operations or daily business disrupted.

3) Protection of Property.

a) Premises damaged, items stolen.

B. Liability under State Statutes.

1. 13-201. Requirements for criminal liability

The minimum requirement for criminal liability is the performance by a person of conduct which includes a voluntary act or the omission to perform a duty imposed by law which the person is physically capable of performing.

2. 13-204. Effect of ignorance or mistake upon criminal liability

a. Ignorance or a mistaken belief as to a matter of fact does not relieve a person of criminal liability unless:

1) It negates the culpable mental state required for commission of the offense; or

2) It supports a defense of justification as defined in chapter 4 of this title.

b. Ignorance or mistake as to a matter of law does not relieve a person of criminal responsibility.

C. Authority to Detain, not the same as for a Peace Officer.

1. There is no statutory authority for State Security Officers to stop & detain a person for investigation.

2. Contacts by Protective Service Security Officers cannot force compliance by other person.

a. *Brendlin v. California*, 549 U.S. 1263, 127 S.Ct. 2400 (2007)

1) A person is considered to be "seized" & entitled to challenge the government's action under the Fourth Amendment when a Security Officer by means of physical force or show of authority, terminates



or restrains another person's freedom of movement through means intentionally applied.

- b. The allowed exception is the "consensual" contact.
  - 1) The person contacted, consents or agrees to speak with the Security Officer.

D. Authority to Arrest

1. 13-3881. Arrest; how made; force and restraint

- a. An arrest is made by an actual restraint of the person to be arrested, or by his submission to the custody of the person making the arrest.
- b. No unnecessary or unreasonable force shall be used in making an arrest, and the person arrested shall not be subjected to any greater restraint than necessary for his detention.

2. 13-3884. Arrest by private person

A private person may make an arrest:

- a. When the person to be arrested has in his presence committed a misdemeanor amounting to a breach of the peace, or a felony.
- b. When a felony has been in fact committed and he has reasonable ground to believe that the person to be arrested has committed it.

3. 13-3889. Method of arrest by private person

- a. A private person when making an arrest shall inform the person to be arrested of the intention to arrest him and the cause of the arrest, unless he is then engaged in the commission of an offense, or is pursued immediately after its commission or after an escape, or flees or forcibly resists before the person making the arrest has opportunity so to inform him, or when the giving of such information will imperil the arrest.

4. 13-3895. Weapons to be taken from person arrested

- a. Any person making a lawful arrest may take from the person arrested all weapons which he may have about his person and shall deliver them to the magistrate before whom he is taken.

5. 13-3900. Duty of private person after making arrest

- a. A private person who has made an arrest shall without unnecessary delay take the person arrested & deliver him to a peace Security Officer, who shall without unnecessary delay take him before such magistrate. The Security Officer so taking the person arrested before the magistrate shall make before the magistrate a complaint, which shall set forth the facts showing the offense for which the person was arrested.
- b. If, however, the Security Officer cannot make the complaint, the private person who delivered the person arrested to the Security Officer shall accompany the Security Officer before the magistrate and shall make to the magistrate the complaint against the person arrested.



E. **Placing Violators in Custody:**

Security Officers responding to a situation must remain alert and maintain communication with their supervisor.

1. **Upon arrival:**

- a. Ascertain if a crime has in fact been committed
- b. Radio or call for backup if needed, and request that capitol Police respond to assist or transport persons in custody.
- c. Place offender in custody, using only the reasonable amount of force necessary to effect the arrest.
- d. Inform offender of arrest at earliest opportunity.
- e. Perform a frisk, remove and secure any weapons.
- f. Handcuff violator(s) for safety.
- g. Remain with violator until Police arrive and take custody.
- h. Identify victim(s), obtain pertinent information and secure any evidence.
- i. When Capitol Police arrive, deliver the violator to them with all pertinent information and evidence.

2. **SEARCH & SEIZURE AUTHORITY**

A. **Search & Seizure**

1. There is no civil protection for conducting an unreasonable search of private property by Security Officer.
  - a. Liability created for loss or damage for non-consensual invasion of person's right to privacy.
  - b. Exception is "abandoned property" or found lost property or discovered unattended property.
    - 1) Intrusion is limited to following:
      - a) Discovery of weapon or contraband.
      - b) Recovery and security of valued item.
      - c) Identification of owner
      - d) Protection of State or employer interest.

**Caution: Consider employee right of privacy.*

*Must be compelling to overcome interest to privacy.*

- c. Protective Services Security Officers are not actual police agents, unless they conduct themselves at the direction of law enforcement.
  - 1) Affects discovery of evidentiary items.
  - 2) The totality of the circumstances will be considered whether Protective Services Security Officer acted as a police agent.

Skinner v. Railway Labor Executives' Assn. (1989) 489 U.S. 602, 614.



- 3) Searches by non-law enforcement governmental employees.
  - a) Regardless of whether the search was initiated or facilitated by police, the exclusionary rule applies to searches conducted by a government employee if he “acted with the intent to assist the government in its investigatory or administrative purposes and not for an independent purpose.” U.S. v. Atton (9th Cir. 1990) 900 F.2d 1427, 1431-2.



## VII. USEFUL DEFINITIONS AND ARIZONA REVISED STATUTES

### I. Useful Arizona Statutes for Security Officers; ARS Title 13:

- A. Definitions: In this title, unless the context otherwise requires:
1. "Act" means a bodily movement.
  2. "Conduct" means an act or omission and its accompanying culpable mental state.
  3. "Crime" means a misdemeanor or a felony.
  4. "Culpable mental state" means intentionally, knowingly, recklessly or with criminal negligence as those terms are defined in this paragraph:
    - (a) "Intentionally" or "with the intent to" means, with respect to a result or to conduct described by a statute defining an offense, that a person's objective is to cause that result or to engage in that conduct.
    - (b) "Knowingly" means, with respect to conduct or to a circumstance described by a statute defining an offense, that a person is aware or believes that the person's conduct is of that nature or that the circumstance exists. It does not require any knowledge of the unlawfulness of the act or omission.
    - (c) "Recklessly" means, with respect to a result or to a circumstance described by a statute defining an offense that a person is aware of and consciously disregards a substantial and unjustifiable risk that the result will occur or that the circumstance exists.
    - (d) "Criminal negligence" means, with respect to a result or to a circumstance described by a statute defining an offense, that a person fails to perceive a substantial and unjustifiable risk that the result will occur or that the circumstance exists.
  5. "Dangerous instrument" means anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.
  6. "Dangerous offense" means an offense involving the discharge, use or threatening exhibition of a deadly weapon or dangerous instrument or the intentional or knowing infliction of serious physical injury on another person.
  7. "Deadly physical force" means force that is used with the purpose of causing death or serious physical injury or in the manner of its use or intended use is capable of creating a substantial risk of causing death or serious physical injury.
  8. "Deadly weapon" means anything designed for lethal use, including a firearm.
  9. "Felony" means an offense for which a sentence to a term of imprisonment in the custody of the state department of corrections is authorized by any law of this state.
  10. "Firearm" means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will or is designed to or may readily be converted to expel a projectile by the action of expanding gases, except that it does not include a firearm in permanently inoperable condition.



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11. "Government" means the state, any political subdivision of the state or any department, agency, board, commission, institution or governmental instrumentality of or within the state or political subdivision.
12. "Government function" means any activity that a public servant is legally authorized to undertake on behalf of a government.
13. "Misdemeanor" means an offense for which a sentence to a term of imprisonment other than to the custody of the state department of corrections is authorized by any law of this state.
14. "Offense" or "public offense" means conduct for which a sentence to a term of imprisonment or of a fine is provided by any law of the state in which it occurred or by any law, regulation or ordinance of a political subdivision of that state and, if the act occurred in a state other than this state, it would be so punishable under the laws, regulations or ordinances of this state or of a political subdivision of this state if the act had occurred in this state.
15. "Omission" means the failure to perform an act as to which a duty of performance is imposed by law.
16. "Peace Security Officer" means any person vested by law with a duty to maintain public order and make arrests and includes a constable.
17. "Person" means a human being and, as the context requires, an enterprise, a public or private corporation, an unincorporated association, a partnership, a firm, a society, a government, a governmental authority or an individual or entity capable of holding a legal or beneficial interest in property.
18. "Petty offense" means an offense for which a sentence of a fine only is authorized by law.
19. "Physical force" means force used upon or directed toward the body of another person and includes confinement, but does not include deadly physical force.
20. "Physical injury" means the impairment of physical condition.
21. "Possess" means knowingly to have physical possession or otherwise to exercise dominion or control over property.
22. "Possession" means a voluntary act if the defendant knowingly exercised dominion or control over property.
23. "Property" means anything of value, tangible or intangible.
24. "Public servant" means any Security Officer or employee of any branch of government, whether elected, appointed or otherwise employed, including a peace Security Officer, and any person participating as an advisor or consultant or otherwise in performing a governmental function.
25. "Serious physical injury" includes physical injury that creates a reasonable risk of death, or that causes serious and permanent disfigurement, serious impairment of health or loss or protracted impairment of the function of any bodily organ or limb.
26. "Unlawful" means contrary to law or, where the context so requires, not permitted by law.



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27. "Vehicle" means a device in, upon or by which any person or property is, may be or could have been transported or drawn upon a highway, waterway or airway, excepting devices moved by human power or used exclusively upon stationary rails or tracks.
28. "Damaging" means damage as defined in section 13-1701.
29. "Defacing" means any unnecessary act of substantially marring any surface or place, by any means, or any act of putting up, affixing, fastening, printing or painting any notice on any structure, without permission from the owner.
30. "Property of another" means property in which any person other than the defendant has an interest, including community property and other property in which the defendant also has an interest and, for damage caused by theft of scrap metal, the property of other persons damaged directly or indirectly as a result of the acts of the defendant.
31. "Tamper" means any act of interference.
32. "Enter or remain unlawfully" means an act of a person who enters or remains on premises when the person's intent for so entering or remaining is not licensed, authorized or otherwise privileged except when the entry is to commit theft of merchandise displayed for sale during normal business hours, when the premises are open to the public and when the person does not enter any unauthorized areas of the premises.
33. "Entry" means the intrusion of any part of any instrument or any part of a person's body inside the external boundaries of a structure or unit of real property.
34. "Fenced commercial yard" means a unit of real property that is surrounded completely by fences, walls, buildings or similar barriers, or any combination of fences, walls, buildings or similar barriers, and that is zoned for business operations or where livestock, produce or other commercial items are located.
35. "Nonresidential structure" means any structure other than a residential structure and includes a retail establishment.
36. "Structure" means any device that accepts electronic or physical currency and that is used to conduct commercial transactions, any vending machine or any building, object, vehicle, railroad car or place with sides and a floor that is separately securable from any other structure attached to it and that is used for lodging, business, transportation, recreation or storage.

B. General Criminal Codes:

1. 13-1202. Threatening or intimidating; classification

- a. A person commits threatening or intimidating if the person threatens or intimidates by word or conduct:
  - 1) To cause physical injury to another person or serious damage to the property of another; or
  - 2) To cause, or in reckless disregard to causing, serious public inconvenience including, but not limited to, evacuation of a building, place of assembly or transportation facility;



- b. Threatening or intimidating pursuant to paragraph 1 or 2 is a class 1 misdemeanor
        - c. It is a felony if:
          - 1) The offense is committed in retaliation for a victim's either reporting criminal activity or being involved in an organization, other than a law enforcement agency, that is established for the purpose of reporting or preventing criminal activity.
- 2. 13-1203. Assault; classification
  - a. A person commits assault by:
    - 1) Intentionally, knowingly or recklessly causing any physical injury to another person; or
    - 2) Intentionally placing another person in reasonable apprehension of imminent physical injury; or
    - 3) Knowingly touching another person with the intent to injure, insult or provoke such person.
  - b. Assault committed intentionally, knowingly, recklessly pursuant to paragraph 1 or pursuant to, paragraph 2 or committed pursuant to paragraph 3 is a misdemeanor.
- 3. 13-1204. Aggravated assault; classification:
  - a. A person commits aggravated assault if the person commits assault as prescribed by section 13-1203 under any of the following circumstances:
    - 1. If the person causes serious physical injury to another.
    - 2. If the person uses a deadly weapon or dangerous instrument.
    - 3. If the person commits the assault while the victim is bound or otherwise physically restrained or while the victim's capacity to resist is substantially impaired.
    - 4. If the person is eighteen years of age or older and commits the assault on a minor under fifteen years of age.
    - 5. If the person commits assault as prescribed by section 13-1203, subsection A, paragraph 1 or 3 and the person is in violation of an order of protection issued against the person pursuant to section 13-3602 or 13-3624.
    - 6. If the person uses a simulated deadly weapon.
  - b. Aggravated assault is a felony.
- 4. 13-1402. Indecent exposure; exception; classification
  - a. A person commits indecent exposure if he or she exposes his or her genitals or anus or she exposes the areola or nipple of her breast or breasts and another person is present, and the defendant is reckless





- about whether the other person, as a reasonable person, would be offended or alarmed by the act.
- b. Indecent exposure does not include an act of breast-feeding by a mother.
  - c. Indecent exposure to a person who is fifteen or more years of age is a misdemeanor.
5. 13-1502. Criminal trespass in the third degree; classification
- a. A person commits criminal trespass in the third degree by:
    - 1. Knowingly entering or remaining unlawfully on any real property after a reasonable request to leave by...the owner or any other person having lawful control over such property, or reasonable notice prohibiting entry.
  - b. Pursuant to paragraph 1 of this section, a request to leave by ...any other person having lawful control over the property has the same legal effect as a request made by the property owner or other person having lawful control of the property.
  - c. Criminal trespass in the third degree is a misdemeanor.
6. 13-1503. Criminal trespass in the second degree; classification
- a. A person commits criminal trespass in the second degree by knowingly entering or remaining unlawfully in or on any nonresidential structure or in any fenced commercial yard.
  - b. Criminal trespass in the second degree is a misdemeanor.
7. 13-1506. Burglary in the third degree; classification
- a. A person commits burglary in the third degree by:
    - 1. Entering or remaining unlawfully in or on a nonresidential structure or in a fenced commercial yard...with the intent to commit any theft or any felony therein.
    - 2. Making entry into any part of a motor vehicle by means of a manipulation key or master key, with the intent to commit any theft or felony in the motor vehicle.
  - b. Burglary in the third degree is a felony.
8. 13-1508. Burglary in the first degree; classification
- a. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506...and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.
  - b. Burglary in the first degree of a nonresidential structure or a fenced commercial or residential yard is felony.
9. 13-1602. Criminal damage; classification
- a. A person commits criminal damage by:
    - 1. Recklessly defacing or damaging property of another person.



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2. Recklessly tampering with property of another person so as substantially to impair its function or value.
      3. Recklessly drawing or inscribing a message, slogan, sign or symbol that is made on any public or private building, structure or surface, except the ground, and that is made without permission of the owner.
    - b. Criminal damage is punished as follows:
      1. Criminal damage is a felony if the person recklessly damages property of another in an amount of one thousand dollars or more.
      2. Criminal damage is a misdemeanor if the person recklessly damages property of another in an amount of less than one thousand dollars.
10. 13-1702. Reckless burning; classification
  - a. A person commits reckless burning by recklessly causing a fire or explosion which results in damage to an occupied structure, a structure, wildland or property.
  - b. Reckless burning is a misdemeanor.
11. 13-1703. Arson of a structure or property; classification
  - a. A person commits arson of a structure or property by knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion.
  - b. Arson of a structure is a class 4 felony.
12. 13-1802. Theft; classification; definitions
  - a. A person commits theft if, without lawful authority, the person knowingly:
    1. Controls property of another with the intent to deprive the other person of such property.
  - b. Theft of property or services with a value of one thousand dollars or more is a felony.
  - c. Theft of any property or services valued at less than one thousand dollars is a misdemeanor, unless the property is taken from the person of another, is a firearm or is an animal taken for the purpose of animal fighting, in which case the theft is a felony.
13. 13-1902. Robbery; classification
  - a. A person commits robbery if in the course of taking any property of another from his person or immediate presence and against his will, such person threatens or uses force against any person with intent either to coerce surrender of property or to prevent resistance to such person taking or retaining property.



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- b. Robbery is a felony.
14. 13-2904. Disorderly conduct; classification
- a. A person commits disorderly conduct if, with intent to disturb the peace or quiet of a neighborhood, family or person, or with knowledge of doing so, such person:
    - 1. Engages in fighting, violent or seriously disruptive behavior; or
    - 2. Makes unreasonable noise; or
    - 3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or
    - 4. Recklessly handles, displays or discharges a deadly weapon or dangerous instrument.
  - b. Disorderly conduct pursuant paragraph 4 is a felony.
  - c. Disorderly conduct pursuant to paragraph 1, 2, or 3, is a misdemeanor.
15. 13-3102. Misconduct involving weapons; defenses; classification; definitions:
- a. A person commits misconduct involving weapons by knowingly:
    - 1. Unless specifically authorized by law, entering any public establishment or attending any public event and carrying a deadly weapon on his person after a reasonable request by the operator of the establishment or the sponsor of the event or the sponsor's agent to remove his weapon and place it in the custody of the operator of the establishment or the sponsor of the event for temporary and secure storage of the weapon.
  - b. Misconduct involving weapons is a misdemeanor.
  - c. For the purposes of this section:
    - 1. "Public establishment" means a structure...that is owned, leased or operated by this state or a political subdivision of this state.
    - 2. "Public event" means a specifically named or sponsored event of limited duration that is either conducted by a public entity or conducted by a private entity with a permit or license granted by a public entity.



## VIII. FORCE JUSTIFICATION; CIVIL LIABILITY

### ARIZONA REVISED STATUTES

#### I. Physical Force Related Statutes:

##### A. 13-401. Unavailability of justification defense; justification as defense

1. Even though a person is justified under this chapter in threatening or using physical force or deadly physical force against another, if in doing so such person recklessly injures or kills an innocent third person, the justification afforded by this chapter is unavailable in a prosecution for the reckless injury or killing of the innocent third person.
2. Except as provided in subsection 1, justification, as defined in this chapter, is a defense in any prosecution for an offense pursuant to this title.

##### B. 13-402. Justification; execution of public duty

1. Unless inconsistent with the other sections of this chapter defining justifiable use of physical force or deadly physical force or with some other superseding provision of law, conduct which would otherwise constitute an offense is justifiable when it is required or authorized by law.
2. The justification afforded by paragraph a, also applies if:
  - a. A reasonable person would believe such conduct is required or authorized to assist a peace Security Officer in the performance of such Security Officer's duties.

##### C. 13-403. Justification; use of physical force

1. The use of physical force upon another person which would otherwise constitute an offense is justifiable and not criminal under any of the following circumstances:
  - a. A person responsible for the maintenance of order in a place where others are assembled..., may use physical force if and to the extent that a reasonable person would believe it necessary to maintain order, but such person may use deadly physical force only if reasonably necessary to prevent death or serious physical injury.
  - b. A person acting under a reasonable belief that another person is about to commit suicide or to inflict serious physical injury upon himself may use physical force upon that person to the extent reasonably necessary to thwart the result.

##### D. 13-404. Justification; self-defense

1. Except as provided in subsection B of this section, a person is justified in threatening or using physical force against another when and to the extent a reasonable person would believe that physical force is immediately necessary to protect him- self against the other's use or attempted use of unlawful physical force.

The threat or use of physical force against another is not justified:

1. In response to verbal provocation alone; or
2. To resist an arrest that the person knows or should know is being made by a peace Security Officer or by a person acting in a peace



Security Officer's presence and at his direction, whether the arrest is lawful or unlawful, unless the physical force used by the peace Security Officer exceeds that allowed by law; or

3. If the person provoked the other's use or attempted use of unlawful physical force, unless:
  - a) The person withdraws from the encounter or clearly communicates to the other his intent to do so reasonably believing he cannot safely withdraw from the encounter; and
  - b) The other nevertheless continues or attempts to use unlawful physical force against the person.

E. 13-405. Justification; use of deadly physical force

1. A person is justified in threatening or using deadly physical force against another:
  - a. If such person would be justified in threatening or using physical force against the other under section 13-404, and
  - b. When and to the degree a reasonable person would believe that deadly physical force is immediately necessary to protect himself against the other's use or attempted use of unlawful deadly physical force.
2. A person has no duty to retreat before threatening or using deadly physical force pursuant to this section if the person is in a place where the person may legally be and is not engaged in an unlawful act.

F. 13-406. Justification; defense of a third person

1. A person is justified in threatening or using physical force or deadly physical force against another to protect a third person if, under the circumstances as a reasonable person would believe them to be, such person would be justified under section 13-404 or 13-405 in threatening or using physical force or deadly physical force to protect himself against the unlawful physical force or deadly physical force a reasonable person would believe is threatening the third person he seeks to protect

G. 13-408. Justification; use of physical force in defense of property

1. A person is justified in using physical force against another when and to the extent that a reasonable person would believe it necessary to prevent what a reasonable person would believe is an attempt or commission by the other person of theft or criminal damage involving tangible movable property under his possession or control.

H. 13-411. Justification; use of force in crime prevention; applicability

1. A person is justified in threatening or using both physical force and deadly physical force against another if and to the extent the person reasonably believes that physical force or deadly physical force is immediately necessary to prevent the other's commission of arson of an occupied structure under section 13-1704, burglary in the second or first degree under section 13-1507 or 13-1508, kidnapping



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under section 13-1304, manslaughter under section 13-1103, second or first degree murder under section 13-1104 or 13-1105, sexual conduct with a minor under section 13-1405, sexual assault under section 13-1406, child molestation under section 13-1410, armed robbery under section 13-1904 or aggravated assault under section 13-1204, subsection A, paragraphs 1 and

2. There is no duty to retreat before threatening or using physical force or deadly physical force justified by subsection A of this section.
3. A person is presumed to be acting reasonably for the purposes of this section if the person is acting to prevent what the person reasonably believes is the imminent or actual commission of any of the offenses listed in subsection A of this section.
4. This section includes the use or threatened use of physical force or deadly physical force in a person's home, residence, place of business, land the person owns or leases, conveyance of any kind, or any other place in this state where a person has a right to be.

I. 13-421. Justification; defensive display of a firearm; definition

1. The defensive display of a firearm by a person against another is justified when and to the extent a reasonable person would believe that physical force is immediately necessary to protect himself against the use or attempted use of unlawful physical force or deadly physical force.
2. This section does not apply to a person who:
  - a. Intentionally provokes another person to use or attempt to use unlawful physical force.
  - b. Uses a firearm during the commission of a serious offense as defined in section 13-706 or violent crime as defined in section 13-901.03.
3. For the purposes of this section, "defensive display of a firearm" includes:
  - a. Verbally informing another person that the person possesses or has available a firearm.
  - b. Exposing or displaying a firearm in a manner that a reasonable person would understand was meant to protect the person against another's use or attempted use of unlawful physical force or deadly physical force.
  - c. Placing the person's hand on a firearm while the firearm is contained in a pocket, purse or other means of containment or transport.

II. Civil Liability

A. 13-413. No civil liability for justified conduct

1. No person in this state shall be subject to civil liability for engaging in conduct otherwise justified pursuant to the provisions of this chapter.



## **IX. TASER AUTHORIZATION, USE AND SECURITY**

### **PURPOSE**

This policy provides guidelines for the use of force, details of force options, and provides requirements for reporting the uses of force for accountability.

### **POLICY**

It is the policy of Department of Economic Security, Protective Services Division that Security Officers are authorized to use reasonable force or control in the performance of their assigned duties. The reasonableness of this force will be determined by the circumstances of a situation known to Security Officer(s) on the scene at that time. The decision to use force should be a balance of the need to control a subject against the intrusion or self-defense or defense of others against whom person(s) are using force directed at them and the prevention of loss of property as stated under A.R.S.

In the course of their duties, the permissible use of force by Security Officers is limited to that force which is necessary and only to the degree required for:

1. To assist law enforcement, if requested.
2. To prevent loss of life or serious bodily injury to self or others.
3. Loss of property per A.R.S.

In any encounter where the use of force becomes necessary, Security Officers will use only the minimum amount of reasonable force necessary under the circumstances. Under no circumstances will the force used be greater than necessary to achieve lawful security activities.

### **PROCEDURES**

All Security Officers must successfully complete the approved training prior to using any approved weapon, or technique approved by this court. Guidelines for the use or application of weapons, equipment or techniques are taught during training and should be followed. All required certifications or re-certifications will be obtained as required and are the responsibility of the individual Security Officer.

Security Officers are authorized to use other reasonable weapons, equipment or techniques available to Security Officer if authorized weapons, equipment or techniques are unavailable or ineffective give the totality of circumstances at the time.

A Security Officer's decision to use force or control will be based on the totality of circumstances known to the Security Officer at the time of the incident, their training and the subject's actions. Circumstances that influence the level of force used by Security Officers may include, but are not limited to:

1. The nature of the offense.
2. The behavior and actions of the subject, (i.e. resistive, aggressive acts).
3. Physical size and conditioning of the subject and Security Officer.
4. Age of the subject and Security Officer.
5. The feasibility and availability of alternative responses.
6. The availability of additional Security Officers and/or law enforcement personnel.



The levels of resistance by a subject include:

1. **Psychological Intimidation:** Includes non-verbal cues indicating the subject's attitude, appearance and physical readiness. This is often referred to as the "body language" of the subject, which influences a Security Officer's decision on how to approach a subject, or what level of force to be prepared to use. Non-verbal intimidating actions may include, but are not limited to: clenching the fists; widening the foot stance; or wearing a blank expression, which may warn Security Officers of an individual's emotional state. These non-verbal actions often warn a Security Officer of a subject's potential for violence when the subject has offered no verbal threats. A subject's non-verbal intimidation should be used as information to mentally prepare Security Officers for attack, not as justification for the use of force.
2. **Verbal Non-Compliance:** Verbal responses indicating the subject's unwillingness to comply with direction; this may include verbal threats made by the subject.
  - a. A person has a constitutionally protected right to express verbal protest to a Security Officer. As a general rule, speech directed at a Security Officer is protected by the First Amendment.
  - b. In addition, as a general rule, fighting words are not protected speech. The appropriate reaction to verbal threats made by a subject will depend on the specific facts faced by a Security Officer.
  - c. A Security Officer's decision regarding the level of force necessary to control the subject will be based in part on the Security Officer's perception of the verbal threat and the subject's apparent ability and willingness to carry out that threat.
  - d. An additional factor is the Security Officer's knowledge of his or her own capabilities to manage the threat presented.
3. **Passive Resistance:** Physical actions that do not directly prevent the Security Officer's attempt at control. At this level, the offender never makes any attempt to defeat the physical actions of the Security Officer. Passive resistance is usually in the form of a relaxed or "dead weight" posture intended to make the Security Officer lift, pull or muscle the subject to establish control.
4. **Defensive Resistance:** Physical actions that attempt to prevent the Security Officer's control, but make no directed attempt to harm the Security Officer. At this level of resistance, the offender attempts to push or pull away in a manner that does not allow the Security Officer to establish control. However, the subject never attempts to strike the Security Officer.
5. **Active Aggression:** Physical assault on the Security Officers, or that of another, where the offender prepares to strike, strikes, or uses techniques in a manner that may result in injury to the Security Officer or that of another.
6. **Aggravated Action Aggression (Deadly Force):** Assaultive acts of aggression directed towards a Security Officer or another that are likely to cause serious injury or death.

#### **SECURITY OFFICER RESPONSE – LEVELS OF FORCE:**

1. **Security Officer Presence:** Security Officers are clearly visible and their authority is established by presence in uniform and/or by clearly displaying a badge or identification. It is at this initial stage of subject contact that the Security Officer uses presence, to the greatest extent possible, to take control of the situation and avoid escalation.





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2. **Verbal Direction:** Communication directed toward controlling the actions of a subject, including direction or commands. The majority of situations can be resolved by good communication skills and verbal direction.
3. **Empty Hand Control:** Techniques that cover a number of subject control methods. These may be as simple as gently guiding a subject's movement or more dynamic techniques such as strikes. They are divided into two (2) categories:
  - a. "Soft" control techniques present a minimal risk of injury. Generally, these techniques are used to control passive or defensive resistance. However, soft control techniques can be utilized for any level of resistance if tactically possible and legally permissible. Standard handcuffing is a soft control technique.
  - b. "Hard" control techniques may cause minimal injury, i.e. striking techniques using the hands or feet. A "take-down" is the forceful direction of the suspect to the ground and is also considered under this use of force category.
4. **Intermediate Weapons:** The use of authorized less than lethal weapons such as OC agents, impact weapons and Tasers provide a method of controlling subjects when deadly force is not justified and when empty hand control techniques are either not sufficient or tactically the best option for the safety of others, the suspect and/or the Security Officer. Department personnel who employ weapons to control a situation should be able to articulate why they chose to deploy the weapon(s) they did. When intermediate weapons are used, injury to the subject is likely and appropriate medical care shall be provided once the situation is secure.

The following are the types of authorized intermediate weapons:

- a. **Impact Weapons:** An expandable baton can provide a means of protecting the Security Officer or others from injury. Escalating to an impact weapon is a means of controlling subjects when the Security Officer is facing defensive resistance, and their empty hand control is insufficient to overpower the resistance or they are facing active or aggravated active aggression (deadly force).
  - b. **Taser:** The Taser is a less lethal conducted energy weapon that deploys an electro-muscular disruption charge that affects the sensory and motor functions of the central nervous system. Security Officers should be mindful that the TASER does not always work as intended and must be prepared to exercise other force options when it malfunctions, does not have the intended effect, or when continued use would endanger the subject.
5. **Deadly Force:** Use of force that is highly likely to cause serious injury or death. Use of a firearm is not the only means of employing deadly force. It may become necessary for Security Officers to protect themselves or others with means other than a firearm. Security Officers may employ all the techniques outlined in this Policy and Procedure Manual and others that may be available under the circumstances of the particular situation, including those considered deadly force, in order to protect themselves or others from the use of deadly force.



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**CONDITIONS FOR THE USE OF DEADLY FORCE**

There are four conditions or elements that are requisite to determining whether an offender's actions constitute a risk or threat of imminent danger of serious bodily harm or death, specifically:

1. Ability or Apparent Ability: Does the offender possess the ability or the apparent ability to utilize deadly force or inflict serious bodily harm?
  - a. Disparity in size, age, strength, gender, numbers, and the level of aggressiveness of the involved parties are all important factors when considering the element of ability
2. Opportunity: The Security Officer must reasonably believe that the offender(s) are in a position to bring deadly force or the "ability" to bear upon them or a third party.
  - a. Does the Security Officer believe that he/she are within the effective range and use of the offender(s) weapon?
3. Imminent Jeopardy: The offender(s) must be acting in such a manner that he/she will likely exercise deadly force to cause serious bodily injury or death at any moment.
4. All Reasonable Options are Exhausted: An Security Officer should employ deadly physical force only as a last resort.
  - a. The conditions must be such that under the circumstances, the Security Officer has no other objectively reasonable alternatives.
  - b. All attempts to contain, de-escalate, or use less than lethal options have failed or are in adequate.
5. Warning shots WILL NOT be fired

Security Officers who have used deadly physical force shall be removed from active duty for their well-being, and for administrative and investigative purposes while the circumstances surrounding the use of deadly force are investigated by the appropriate law enforcement agency. Security Officers shall be debriefed and assisted by the department as necessary prior to return to full duty.

**CONTINUUM OF FORCE**

When the use of force is reasonable and necessary, Security Officers should, to the extent possible, use an escalating scale of options and not employ more forceful means unless it is determined that a lower level of force would not be, or has not been, adequate. The levels of force included in the agency's continuum of force include: Security Officer presence, verbal commands, use of hands, intermediate weapons, and deadly force.

Each situation is unique. Good judgment and the circumstances of each situation will dictate the level on the continuum of force at which a Security Officer will start. Depending on the circumstances, Security Officers may find it necessary to escalate or de-escalate the use of force by progressing up or down the force continuum. It is not the intent of this policy to require Security Officers to try each of the options before moving to the next, as long as the level of force used is reasonable under the circumstances.



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**DOCUMENTING USE OF FORCE**

Security Officers will complete an incident report when force of any level is used. This report will contain an account of the circumstances leading up to the use of force; why the decision to use force was made; and detail what was done for the subject if an injury was sustained.

**TASER**

1. The Taser is a less lethal conductive energy weapon that deploys an electro-muscular disruption charge that affects the sensory motor functions of the central nervous system. The Taser is considered to be a less lethal device as it has a low potential for serious injury when deployed to control resistive or combative individuals. The Taser may be used in situations where Security Officers encounter active aggression resistance as defined in the Use of Force policy. However, any use of the Taser shall be reasonable and based on the totality of the circumstances.
2. Tasers and their associated equipment will be carried and used for official use purposes only by certified Security Officers, and will not be displayed outside of official duties. Tasers will not be visibly displayed upon any means of public transportation such as mass transit or taxis. Department personnel are required to obey all state, county and/or local regulations regarding the transportation of their weapon.
3. Devices  
Only those devices that have been authorized by the Department are to be utilized. All Tasers and supporting equipment shall be maintained and issued by the Protective Services Director or designee.
4. Training  
The Protective Services Director or designee shall be responsible for all training that is associated with the Taser. Department personnel must successfully complete the prescribed training to be authorized to carry and deploy the weapon in the field. Qualified Department personnel must attend yearly refresher training and qualification to retain their certification. Department personnel who fail to retain certification shall not be allowed to carry the device.
  - A. Security Officers will be allowed one remedial training session within a reasonable period of time.
  - B. Remedial Taser training will be provided by certified instructors.

All Protective Services Security Officers who carry and deploy a Taser less-lethal weapon shall adhere to the following procedures:

- A. All Taser weapons and associated equipment will be used for official use only.
- B. The use of this equipment is subject to the limitations set forth in the Use of Force policy.
- C. Taser weapons will not be displayed outside of official duty requirements, and or authorized training scenarios.
- D. Department personnel are required to obey all state, county and local regulations regarding the transportation of their weapon.



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All Taser weapons and associated equipment issued to Protective Services Security Officers are Department property. As such, this property will be subject to certain handling criteria, security and accountability requirements.

- A. Taser weapons and associated equipment will not be left in privately owned vehicles, or any other location that does not provide sufficient security outside the Security Officer's immediate influence and/or control.
- B. Tasers will not be left unsecured at any time. The Security Officer is responsible for the care, safety and control of their issued weapon.
- C. All Taser weapons and associated equipment are for the sole use of the Department personnel who are authorized and assigned the use of the items.
- D. All Tasers may be subject to electronic auditing for proper authorized usage and testing.
- E. Protective Services Security Officers will fully comply with all training provided, as well as any training or safety bulletins regarding the proper usage and deployment of the weapon.

Protective Services Security Officers will fully comply with the training protocol regarding the Taser Post deployment requirements.

- A. No Security Officer will physically remove a probe(s) from any subject.
- B. Immediate notification will be made to a supervisor of any Taser weapon display or deployment.
- C. In addition to the required Incident Report, photographs of the affected area of the subject should be taken as soon as possible.
- D. Security Officers authorized to carry a Taser weapon will remain within the acceptable procedural requirements regarding the proper deployment of a Taser, as well as the restraint and control of the related suspect and/or subject that are present.
- E. All Tasers are subject to electronic auditing for proper authorized usage and testing.

5. Utilization

Security Officers certified to carry a Taser and who carry a duty firearm, **MUST** carry their Taser on their weak side hand. Security Officers may carry the Taser with one extra cartridge.

Security Officers certified to carry and use the Taser may display it as a show of force, or use the device when the Security Officer reasonably believes an aggressive and/or combative subject would escalate the incident or use of force, or when approaching an aggressive and/or combative subject is unsafe.

For maximum effectiveness, Tasers should be fired at just below center body mass for front shots and the entire back of an individual, excluding the head. Back shots are the preferred area when practical.

The Taser can also be used in a "Drive Stun" mode. In this mode, the cartridge is removed and the Taser is placed in direct contact with the subject while discharging. This method is an option if one probe (complete the circuit) or both have missed, the cartridge malfunctions, or the subject is too close for probe firing.



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In the course of gaining control of a situation, the Taser shall be treated like a firearm: the only time a Taser should be un-holstered, activated and pointed at a subject is when the Security Officer has every intention of firing the weapon if the situation does not immediately improve.

Each and every pull of the trigger on the Taser is an independent, stand alone, use of force and must have justification that is clearly documented.

When conditions exist that may create an undue hazard to the target subject, Security Officers or other persons involved should consider all relevant variables before Taser use.

- A. Women known to be pregnant.
- B. Use on the frail, or elderly.
- C. Use on juveniles.
- D. Persons who are restrained, in an elevated position, or in/near water.
- E. Persons who are obviously under the influence of drugs/alcohol.

Department personnel deploying the Taser on the above referenced people should articulate that all other reasonable options were exhausted, prior to deploying the Taser, in the Incident Report.

The Taser should not be considered an option to thwart lethal force, unless a secondary Security Officer or law enforcement Security Officer is present to deploy lethal force in the event Taser deployment is ineffective, or unless it is the only viable option given the circumstances.

A Taser that has been deployed against a subject shall be taken as soon as possible by a supervisor or designee for data download.

Subsequent to the use of the Taser on an individual, the following steps shall be taken:

- A. Summon medical assistance if the person received a charge or had the probe(s) penetrate their skin.
- B. Notify the Protective Services Director or designee.
- C. Do not remove the cartridge from the Taser until local law enforcement personnel have arrived and the individual is in their custody.
- D. Do not remove the probes from the individual.

6. Documentation

After each use, or threatened use, of the Taser, an Incident Report shall be completed and given to the Protective Services Director or designee. For purposes of this section, the term "use or threatened use" means actually discharging the Taser by firing the projectiles (probes) or using the drive stun technique as well as displaying the Taser in a manner designed to gain voluntary compliance prior to actual use, e.g. painting the target with the laser or bring the Taser to bear on a target. The mere un-holstering of or positioning the Taser at a low ready does not constitute threatened use.



The Protective Services Director or designee has the following responsibilities:

- A. Maintain a Taser log that corresponds with each Taser assigned.
  - B. Ensure Security Officers conduct a five second spark test of their device each work day.
  - C. Responsible for ensuring the downloading of the date and printing a report.
7. Testing and Maintenance  
Testing and maintenance shall be consistent with the manufacturer's specifications and departmental training provided.
- A. Security Officers shall check their issued Taser at the beginning of each shift to ensure that the unit is adequately charged and free of any damage. This will include a spark test.
  - B. Security Officers shall periodically inspect the firing bay and wipe away any dirt and dust.
  - C. Security Officers shall routinely inspect the cartridges to ensure the cartridge doors are undamaged and the cartridge has not expired. If expired, the cartridge shall be turned in for replacement. The cartridge will be saved to use in training.
  - D. Security Officers shall report any Taser that becomes damaged or malfunctions directly to the Protective Services Director or designee.
  - E. Security Officers shall report to their supervisor or designee if the battery on their Taser is at or below 25% in order to obtain a replacement battery in a timely manner.

Any violation of this policy and/or the proper use/care of the Security Officer's assigned Taser weapon or its deployment will be subject to disciplinary action.



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**X. ALARMS**

**DURESS**

1. When a duress alarm is received:
  - A. Determine where the alarm was initiated.
  - B. Notify the Security Officer assigned to that area to respond. Roving Security Officer will respond to the alarm or to cover vacated assignment.
  - C. Use **due caution**, ascertain if a threat exists.

**NO THREAT**

1. Accidental alarm, responding Security Officer notify supervisor or designee.
2. Log entry indicating time of alarm and reset.
3. Document incident in report.

**THREAT**

1. Responding Security Officers will notify supervisor. Notification should include the nature of the threat, if additional assistance is needed and any other pertinent facts available.
2. Protective Services Director will be notified. If directed to do so or **WHEN NECESSARY**, Capitol Police or local police will be called.
3. Protective Security Officers will open and maintain a record of all pertinent information received. This should start with the time of the alarm and first response. Include names, numbers, names and titles of employees involved, and agencies responding.
4. First Security Officer on scene shall attempt to resolve or contain the situation. Maintain communication with their supervisors and other Security Officers.
5. When the Protective Services Director arrives, the Security Officers will proceed as directed.
6. If additional assistance is required, other Protective Services personnel will respond.
7. If Capitol Police or local law enforcement have been called, they will be directed to the affected area upon arrival. Protective Services Security Officers will provide access where needed.
8. Once the situation is under control, the Security Officer designated by the Protective Services Director will reset the alarm.
9. Assigned Security Officer will prepare an incident report. Log entries will be made referring to the incident report number.

**FIRE ALARM**

When the alarm sounds, Security Officers will follow the plan as outlined in the Emergency Action Plan Procedures & Building Evacuation Plan. Protective Services Director can make any changes necessary.

10. Locate which alarm was activated.
11. A Protective Services Security Officer will respond to the scene and determine if a fire does exist.
12. Should a fire exist, the Security Officer will call 9-1-1 and request Fire Department response.



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13. When the Fire Department arrives, escort or direct them to the alarm location, following their instructions.
14. If the alarm is a false alarm or the condition has been corrected, and if the Fire Department has responded notify them that the condition has been corrected and follow their instructions.
15. Security Officer will prepare an incident report and make appropriate log book entries.

Protective Service Security Officers are the first responders when emergency situations occur. Each Security Officer must be familiar with the Emergency Action Plan Procedures & Building Evacuation Plan.

Medical emergencies include any injury, illness, or reported potential injury incident that takes place in or on the Department of Economic Security property. Protective Services Security Officers who receive or witness an event which could result in an injury shall follow directions listed:

1. Determine if the individual is injured or sick and if 9-1-1 has been called.
2. If individual is unconscious or injured and 9-1-1 has not been called, immediately request an ambulance.
3. If the individual is sick, determine if they wish emergency medical attention and an ambulance. If so, call 9-1-1 with the location and type of illness/injury.
4. Obtain information required for the incident report.
5. For injury incidents, if possible, get a statement as to what happened, and the individual's estimate of the injury.
6. When emergency team arrives, be sure to get the name or number of the unit and the name of the hospital the individual will be transported to.
7. Notify a supervisor as soon as practical.





## **XL RADIO USE**

### **10-CODES**

- 10-1: Unreadable
- 10-2: Loud & clear
- 10-4: Affirmative
- 10-5: Relay transmission
- 10-6: Busy
- 10-7: Out of Service
- 10-8: In service/ Start of duty
- 10-9: Repeat
- 10-12: Stand By
- 10-14: Escort Request/Detail
- 10-19: Return to or en-route
- 10-20: Location
- 10-21 : Telephone
- 10-22 : Disregard
- 10-31: Paperwork
- 10-35: Confidential Information
- 10-43: No Traffic/No update available right now
- 10-45: Meet me/Out with: _
- 10-46: Any Traffic/ Provide Update
- 10-51: Use Caution
- 10-90: Security Officer needs assistance
- 10-97: Arrived at scene
- 10-98: Finished last assignment

### **INCIDENT CODES**

- 1: BOMB THREAT
- 2: URGENT
- 3: EMERGENCY
- 4: ALL CLEAR; NO ASSISTANCE NEEDED
- 5: SURVEILLANCE
- 7: LUNCH
- 9: DIGNITARY ON PROPERTY
- 20: SECURITY CHECK
- 100: BREAK
- 105: SPECIAL DETAIL- OUT FOR GAS, EQUIPMENT ISSUE, TRAINING, ETC.
- 239: FIGHT IN PROGRESS
- 311: INDECENT EXPOSURE/ URINATING IN PUBLIC
- 390: DRUNK SUBJECT
- 417: SUBJECT THREATENING: No weapons seen
- 417A: REPORT OF ACTIVE SHOOTER @:_
- 417E: EMPLOYEE THREATENING/STAND BY REQUESTED
- 417G: SUBJECT THREATENING WITH A GUN
- 417K: SUBJECT WITH A KNIFE
- 509: TRAFFIC CONTROL POINT/DETAIL
- 647: SUSPICIOUS PERSON
- 647V: SUSPICIOUS VEHICLE



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- 647P: UNATTENDED PACKAGE
- 900: WELFARE CHECK
- 927: REPORT OF UNKNOWN TROUBLE
- 927S: REPORT OF SMOKE
- 927G: REPORT OF GAS ODOR
- 999: SECURITY OFFICER NEEDS HELP

**PHONETIC ALPHABET**

A-Adam	G-George	M-Mike	S-Sam	Z-Zebra
B-Bravo	H-Henry	N-November	T-Tom	
C-Charlie	I-India	O-Ocean	U-Union	
D-David	J-John	P-Paul	V-Victor	
E-Edward	K-King	Q-Quebec	W-William	
F-Frank	L-Lincoln	R-Robert	Y-Young	

**DISPOSITION CODES**

- #1: Report Taken
- #2: Gone On Arrival (GOA); No further action needed.
- #3: Information Unfounded
- #4: Msg Delivered; Detail Completed
- #5: False Alarm
- #6: Referred to other Agency- PD, Fire, EMS

1. The disposition codes will be used to communicate status of a reported incident.
2. The Security Officer taking disposition will be responsible for broadcasting the disposition of the incident being handled.
3. Security Officer giving disposition code for incident will always give a "Code 4" to confirm incident has been stabilized; then will give the disposition code for the incident.
4. Supporting/Back-up Security Officer(s) will transmit that they acknowledge and go back in service.

**EXAMPLE:** ADAM 1 SAM, ADAM 3, 10-46?"  
 Response with Disposition: "ADAM 3, Code 4, 927G, #3"  
 Support/Back-up Security Officer: "ADAM 2, 10-4, 10-8."  
 Support/Back-up Security Officer: "ADAM 4, 10-4, 10-8."

(Adam 3, reported situation was stabilized. It was a report of gas odor and it was unfounded. Adam 2 & 4, acting as back-up Security Officers, cleared they copied and went back into service.)



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**USAGE**

1. The Numeric/Alpha identifier will be used as follows:
  - a. There are assigned, 5 separate supervisors to cover multiple locations.
  - b. They will be listed supervisors "Adam, Bravo, Charlie, D-David, & E-Edward" as identified in the Phonetic Alphabet.
  - c. The Security Officers working for each supervisor will carry a numeric call sign in sequence with their assignment. Ex. "ADAM-2, 3, 4 etc." "BRAVO-2, 3, 4, etc."
  - d. Supervisors will be identified with alpha identifier assigned, with #1 and the Phonetic "S-Sam" suffix, to indicate their being a supervisor.

**EXAMPLE:** "ADAM"; Translates to Supervisor covering all locations listed under "A" locations.  
"BRAVO 1 SAM"; Translates to Supervisor covering all locations listed under "B" locations.  
"ADAM, the call sign of the next Security Officer assigned to "ADAM-1Sam".  
"BRAVO-2", the call sign of the next Security Officer assigned to "Bravo-1Sam".

2. When clearing on the radio the Security Officer sending will identify themselves first and clear for the responding Security Officer unit to acknowledge.
3. The responding Security Officer will acknowledge in sequence and transmit using the 10-Code or other radio codes where applicable.

**EXAMPLE:** Initiating call Security Officer: "ADAM 1 SAM, ALPHA 2"  
Responding Security Officer: "ADAM2"  
Initiating Security Officer: 10-35; 10-21. (Confidential traffic; call me on the phone)  
Responding Security Officer: 10-4. (Acknowledged – end of transmission)

4. CODE 900; Welfare Check.
  - a. Any time a Code 900- Security Officer Welfare Check is broadcasted, the response from the Security Officer **WILL BE**, the Security Officer's call sign, "Code-4" & time.

**EXAMPLE:** "ADAM-1 SAM, CODE 900?"  
RESPONSE: ADAM-1 Sam, Code-4, 1456. (time of response).

- b. If another response is given, Security Officers will respond to the last known location of the Security Officer and insure they are okay.
- c. Supervisor will be notified, immediately if an Security Officer fails to respond or responds incorrectly and a welfare search has been commenced.
- d. Any Security Officer, including a supervisor or investigative or command staff can initiate a Code 900: Welfare Check.



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5. 10-CODE 10-90: Security Officer need assistance.
  - a. The 10-CODE 10-90 – Call for backup assistance is broadcasted
    - 1) Initiating Security Officer give Unit/location & reason for call, if possible.  
If not possible, give location only!
    - 2) First Security Officer acknowledging; immediately clear for Unit & advise you are enroute;
    - 3) Back up Security Officer will clear when they arrive & give update.
    - 4) Supervisor will monitor traffic but will not come up on air unless needed.
    - 5) Initiating Security Officer or Back-up will advise of status as soon as possible; if a period of time passes with no information, supervisor will broadcast for '10-46.'
    - 6) Back-up or Initiating Security Officer will advise of status. Other Security Officers will hold traffic until a "Code-4" is broadcast. Do not keep repeating For status update. Keep the air open.
    - 7) Initiating Office will clear call by giving Incident Code and Disposition Code.
    - 8) Supervisor will acknowledge the clearance call and follow-up with Security Officers for reporting information.

**EXAMPLE:**

"ADAM 2, WEST GATE 10-90!"

RESPONSE: "ADAM 3 10-19!"

UPDATE: "ADAM 3, 10-97; 390 refusing to leave. 10-12."

UPDATE: "ADAM 3, Code 4, Subject leaving."

DISPOSITON: "ADAM 2, 390, #2."

ADAM 3: "ADAM 3 10-8."

SUPERVISOR: "10-4; 10-19, 10-45"

**EMERGENCY TRAFFIC**

1. 999 call
  - a. If an Security Officer initiates a "999" call:
    1. **All Security Officers will stay off the air!**
    2. **Do not clear over the top of each other!**
  - b. Security Officer initiating, give as clear a location transmission as possible.
  - c. Continue broadcasting until acknowledged by responding Security Officers.
  - d. Supervisor will respond to scene to secure it, insure the condition of the Security Officer and that the emergency is contained or controlled.
2. Follow discipline outlined for 10-90 call.



## **XII. OPERATIONAL PROCEDURES**

### **PATROL FUNCTIONS**

Protective Service Security Officers perform roving patrols throughout the DES buildings and surrounding grounds. Patrol areas and routes should be randomly chosen, never scheduled. Patrol procedures should never become routine. Security Officers should double back and use different stairways so they are not predictable. Stay alert, awake and aware of your surroundings. Complacency can make you a victim.

Patrolling Security Officers will allow employees and visitors to see you as you walk around. Stop and chat briefly with employees, acquaint yourself with them but do not disturb those who are busy at work. Employees can be a great source of information, at times giving you information which can be used to quell a problem before it occurs. On the other hand, do not spend excessive time chatting with friends and/or family members. This is noticed and can become a sore point with other employees or the general public as it gives an impression of favored treatment.

Periodic patrol of parking areas should be done, noting vehicles parked there. When necessary, affix violation stickers where warranted. (Illegally parked vehicles in handicap spaces, fire lane.) Make proper entries in the log. Employees or visitors who become constant violators will be reported to your supervisor for additional action.

Patrol underground garage area, being vigilant to inspect exits to street and ensure doors are secure. Ensure no unauthorized people are in or around vehicles or storage areas. Be aware that transients have been known to sleep or relieve themselves in these areas which are hidden from view.

Visit stationary posts when Security Officers are assigned. Offer to relieve them for a time. Remember those Security Officers don't often get the opportunity to leave their desk for a break.

Patrol duties during non-business hours (1700-0800) should elicit extra precaution by Security Officers. Check sign in log and visit with employees who are working late. Let them know you are aware of their presence. This effort helps dispel nervousness and affords you to opportunity to verify that they did not forget to sign out. You may even find other employees who have neglected to inform security that they are working late.

Check every floor, break room and office. Use all stairwells. Swipe your card in all readers encountered. Check all exterior doors to ensure they are closed and secure. Close open doors containing security devices. Be alert for fire hazards, water leaks, and other situations which may cause property damage or personal injury. Insure coffee pots and heating plates are turned off.



Protective Services Administration

**DAILY LOG GUIDELINE & USAGE**

**GOAL:** The daily log will be filled out by each Protective Services Security Officer every shift they staff and will be turned into the supervisor at the end of the recorded shift.

**USAGE:** The Protective Services Daily Log will be filled in using the following guidelines:

**LOCATION:** Use street address of DES site and/or property.

**DATE:** 00/00/2016, configuration.

**SECURITY OFFICER:** Security Officer preparing log.

**CODES:**

1. **SG: SECURITY GATE:** Time staffing location. Designate in comments which location- W or S.
2. **EM: MEDICAL EMERGENCY:** Time on medical incident of any type.
3. **PD: POLICE INCIDENT:** Time on incident when police are on scene or on property. Attempt to obtain police report or Incident #, and add to comments.
4. **CT: Time on parking advisory issued.**
5. **DS: Time assigned to front desk and lobby.**
6. **C7: Time on Code 7, Lunch.**
7. **C100: Time on break.**
8. **PA: Public Assist:** Time on activity related to assisting General public while on or adjacent to property.
9. **IF: Incident Follow-up:** Time on follow up by Security Officer related to prior incident.
10. **TA: Vehicle Accident:** time on incident involving damage to property injury or death. This includes securing of scene, attention to injured & traffic control.
11. **LDP: Lost/Damaged Property:** Time on reporting and attempting to return lost property  
Time on reporting and investigating property found damaged.
12. **EA: Employee Assist:** Time spent responding to any call to assist employees, this includes escorts & stand-bys, as well as providing protective presence for unruly patrons or employees.
13. **SI: Security Issue:** Other security related issue discovered or reported, not requiring police assistance
14. **UIR: DES UIR:** Time completing AZ DES UIR on reportable incident.
15. **OTHER:** Time on any other issue not specifically listed above.

**COMMENTS**

Security Officers will describe any issue not requiring a UIR in the comments section. If a UIR is initiated, Security Officers will complete the UIR and document that one was completed in the comments section of the Daily Log. They will document all information in the UIR. It will not be necessary to duplicate those comments in the log.

**ROUTING**

The Protective Services Daily Log will be reviewed by the shift supervisor and when approved, will be filed.



# PROTECTIVE SERVICES DAILY LOG

LOCATION:

DATE:

/

SECURITY OFFICER

SG: SECURITY GATE

EM: MEDICAL EMERGENCY

PD: POLICE INCIDENT

EA: EMPLOYEE ASSIST

CODES:

CT: CITATION

DS: FRONT DESK

C7: LUNCH

PA: PUBLIC ASSIST

IF: INCIDENT

TA: VEHICLE ACCIDENT

C100: BREAK

OTHER: OTHER ISSUE

FOLLOW-UP

(W/O INJ)

LDP: LOST/DAMAGE

SI: SECURITY ISSUE

UIR: DES UIR

PROPERTY

CODE

START  
TIME

END  
TIME

ACTIVITY / OBSERVATIONS / COMMENTS

SECURITY OFFICER SIGNATURE:

PAGE 1 OF

DATE SIGNED:

SUPERVISOR:

DATE:



Protective Services Administration

### **ESCORTS**

Protective Services Security Officers will provide escort services as request by employees or visitors leaving the DES building. A large part of your job is providing peace of mind. **Security Officers will not leave the DES Building property to conduct such escorts.**

If an employee is parked in any other area and is requesting an escort, you must inform them that you cannot leave DES property. You can watch them from the property boundaries or if they wish, you can call Capitol Police who will provide them with door to door service.

### **SIGN IN/OUT LOG**

The official business hours of the DES Building are from 8:00 a.m. until 5:00 p.m., Monday through Friday. Visitors who are in the building at any other time should sign in and out in the log book kept at the 1st floor security desk. By doing so, Protective Services Security Officers are aware of their presence in the building in case of an emergency. Custodians will sign in and out each work day.

Employees will be responsible for the actions of parties they bring into the building. Departments or offices sponsoring a meeting will provide a list of those in attendance to Protective Services Security Officer on duty will attach this to the log for that day. Supervisors have access to the log. Once the logbook is completed, Security Officers will forward the completed log to their Supervisor. A new log will be opened by recording date opened on the cover.

### **VISITOR BADGES**

Each visitor that is meeting someone in a secured area of the DES Building will sign in and if necessary, receive a numbered visitor's badge. The visitor will be informed to return the badge and sign when they have completed their business at the DES Building.

Visitor badges will be issued for those visitors attending meetings in non-secured areas.

### **ID CARD/BADGE**

ID card/badges are issued to all employees working in DES Buildings as well as those requiring temporary access.

Security Officers are responsible to check each employee entering DES Buildings to make sure they are displaying their issued badge. If the employee does not have their badge, a temporary badge will be issued. The employee's driver license will be provided to receive the temporary badge. The employee will return the temporary badge at the end of their work day and their driver license will be returned. It is important to make sure the driver's license is being returned to the right employee.

Security Officers who find a lost or misplaced security badge will notify their supervisor and return the badge to the Protective Services Office, where attempts will be made to get the badge back to the employee. If the employee has replaced the lost badge, the recovered badge will be forwarded for disposal.





Protective Services Administration

**SECURITY DEVICES**

Security devices are all devices which are connected to the system, when activated, cause an alarm to be transmitted. Security Officers at the desk can acknowledge the alarm on the screen, bring up a map showing the exact location, and if a camera is available, view the area on a monitor.

**DURESS/PANIC ALARM BUTTON**

Specific locations are fitted with duress or panic alarm buttons. Their purpose is to allow instant notification to security of a problem. The device, a simple plastic button encased in a metal frame, is activated by pushing the button. A **DURESS** alarm is transmitted to the monitor screen; activation will bring immediate action by the security staff.

**SMOKE/HEAT SENSORS**

In every corridor and department you will notice smoke/heat sensing units attached to the ceilings. These units test the area around them for smoke and temperature. When excess heat or smoke is detected the unit is activated sending a **FIRE ALARM**, to the monitor screen. Fire evacuation procedures are then followed.

**FIRE ALARM PULL STATIONS**

There are multiple fire alarm pull stations located throughout DES Buildings. The pull station will cause a **FIRE ALARM** to be transmitted when physically activated. It will trigger an alarm through the computer to the security station. Fire evacuation procedures are then followed.

**CARD READERS AND DOOR CONTACTS**

Card readers and or proximity readers are units that read the employee's ID Card/Badge and determine if that person is authorized entry to the area. While making a determination an LED indicator on the reader will flash an alternating red and green light. If access is granted, there will be a metallic click as the door unlocks and the door contact is disabled.

All exterior doors are fitted with door contacts which are small feelers on the frame and the door that make a circuit when they come in contact with each other. When an exterior door is forced open the units activate an **INTRUSION** alarm to the monitor screen. Security personnel will follow procedures as required to prevent loss or damage.

Certain exterior doors are also fitted with card readers. An authorized individual running their ID Card/Badge through the card reader will cause the door to unlock allowing entry without alarm. The entry will be recorded but no alarm will transmit.



### **XIII. BOMB & TERRORIST THREATS**

Bomb threats have become an increasingly more common occurrence in American Society. Threats to the government can and do occur for many reasons. Protective Services Security Officers must be cognizant of the threat and their reaction to it must be confident.

Security Officers are the first line of defense to ensure such devices do not enter the building.

Watching the parking area, being alert to suspicious vehicles and or persons is also important as well as patrolling the building and property making note of anything that is out of the ordinary.

Bomb threats are just that, a threat, until evidence is discovered that will change it to a reality. Every threat must be taken seriously. Threats are an excellent way to disrupt the productivity of the workplace with no actual risk to life or property. When a threat is received, it will set in motion a process to determine the following:

1. The viability of the threat.
2. The necessity of an evacuation.

Upon notification a bomb threat via the telephone, Protective Services Security Officers will immediately notify their supervisor.

The individual receiving the call will be asked to acquire any and all pertinent information. Quickly determine if a time has been indicated for the explosion. (Use Emergency Action Plan Information)

The Protective Services Director or designee- in his/her absence, will use all information available to determine if a full or partial evacuation of the building is necessary, or if no evacuation is needed.

Responding police and/or fire departments will rarely search a building where a threat has been received. They will respond however, if a suspicious package is located.

#### **THE SEARCH**

The Protective Services Director may have the Security Officers search the stairwells, garage and public areas. Personnel will search the basement and mechanical rooms. If a specific area has been indicated, Security Officers concentrate on that area.

Whenever possible, two individuals will search an area. The room will be divided into four levels and searched as follows. If there are two searchers, they will go around the room in opposite directions.

- |          |                 |
|----------|-----------------|
| Level 1: | Floor to waist  |
| Level 2: | Waist to chin   |
| Level 3: | Chin to ceiling |
| Level 4; | False ceiling   |

Each search party will report their findings to their supervisor. This information will be reported as soon as the search is complete and will be used in determining evacuation plans.



Protective Services Administration

**EVACUATION**

If it is determined that an area of the building needs to be evacuated, Protective Service Security Officers will respond to that area and have all personnel leave the building, taking their personal effects with them. Should a general evacuation be warranted, the fire alarm will be sounded and everyone will evacuate according to the fire emergency plan.

**RESPONSE TEAM**

When the law enforcement emergency response team arrives, Protective Service Security Officers will describe what they have found and the location. The law enforcement response team will then be in charge and their instructions followed. Protective Service Security Officers will escort the law enforcement emergency response team to the area if it is a secured area. Once the threat has been removed or determined to be a hoax, employees and visitors will be allowed to re-enter the building.

**REPORT**

The Protective Services Security Officer assigned, will all information and complete an incident report.

**HELPFUL GENERAL INFORMATION FOR SUSPICIOUS ITEMS**

Ways to identify suspicious items:

1. Letters or packages with no return address
2. Handwritten or poorly typed address
3. Misspelling of common words
4. Restrictive markings such as "personal" or "confidential" which are not part of your regular mail.
5. Excessive weight for the size of the package and/or the feel of a powdery or wet substance.
6. **Unattended items**

Should any of these warning clues exist, or in the event you have opened an item which contains some type of communication indicating you have come in contact with any toxin or other agent, do the following:

1. Put the item down, do not throw it away or discard it
2. Do not touch the item again and warn others to stay away and not touch the item
3. Do nothing else, stay where you are and await a Security Officer

Most Likely Victims:

1. Mail Center employees
2. Receptionists/ Admin Assistants
3. Security staff
4. Custodial staff
5. Management Staff/ Directors

**CHEMICAL & BIOLOGICAL TOXINS**

Chemical or biological toxins are agents and are considered to be extremely dangerous to the human body, the introduction of which could be fatal. These toxins can be introduced into the court environment in any number of ways. These include, but are not limited to, packages, mailed or left in a public area, or introduction via the air or water systems. Toxins may come in any form, solid, liquid, vapor



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or gas. There are just too many types of compounds, agents and toxins to list by name and an identifying description of each form would be too extensive and impossible to remember. The greatest

assistance in this matter will come from trained professionals. Timely response, notifications and actions are the key elements in reducing risk to occupants of the facility.

**REPORT OF A CHEMICAL OR BIOLOGICAL THREAT**

Upon receipt of a threat or information regarding the introduction of ANY TYPE of dangerous or harmful toxin, the following must be completed immediately:

1. Security Officers will notify their supervisor. They will determine the facts of the incident and determine the next steps to be taken. If a supervisor or LEO cannot be reached, the lead Security Officer will make the decisions/notifications.
2. A supervisor will direct the Security Officers to contact the Fire Department using 9-1-1. Security Officers will describe the incident, location and any relevant information to the Fire Department. A team consisting of the Fire Department, Police Department and the FBI will respond.
3. The Protective Services Director will contact the following:
  - a. DES Director
  - b. ... (Notifications as required)
  - c. ...
  - d. Capitol Police or local police for traffic control. They will remain on the exterior of the building preventing additional contamination to outside agencies.
4. The building Facilities Manager will brief HVAC personnel. They will decide if or when all air handlers, fans, heating and air conditioning in the building must be shut down or halted.
5. Protective Services Security Officers will set up a command/information post at the 1st floor security station or another strategic location if 1st floor security station is not safe.
6. Particular attention will be given to dealing with the following departments and agencies:
  - a. Police and Fire Departments
  - b. Public Affairs (to control media)
7. Depending on the scope of the emergency, all or part of the DES Building may be closed to the public and/or employees. Security Officers will secure the building, department or floor, using whatever assets are necessary. In the event an entire wing or while floor needs to be secured:
  - a. Emergency stairwells will be electronically locked and card readers will be locked out.
  - b. A designated floor monitor on each floor will be assigned to stairway doors to prevent entry or exit.
  - c. All exterior entry doors will be secured, either electronically or by placing a floor monitor at them in order to keep inappropriate people out of the building.



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8. After conferring with the Fire and Police Departments, the Director or his designated representative will determine:
  - a. If evacuation of the building is necessary
  - b. The extent of the evacuation and/or the length of time the building will be vacated
  - c. If it is a mandatory evacuation, all personnel will be required to leave the premises.

**RESPONSE**

Protective Services Security Officers on the scene will:

1. Secure the immediate area.
2. Will not let anyone in or out of the affected area.
3. Identify all persons that have come in contact with the suspicious item and all persons in the affected area. (Fire Department will want to interview all of them).
4. Secure the suspicious item for evaluation and/or evidence.
5. If powder is evident, have all persons in the area cover their mouth and nose with a cloth, paper towel, handkerchief or tissue.
6. Relocate all to the nearest appropriate area where you can keep track of everyone involved.

**RESPONDING EMERGENCY UNITS**

Once on scene, the law enforcement or fire department emergency response team will assume complete control of the incident, directing courts personnel and others on the scene in what must be done. Cooperation by all personnel is required.

Protective Services Security Officers on the scene will meet with the Fire Department personnel and brief them and update facts that have been uncovered. Follow directions of the Fire Department's official in charge.

The Fire Department will contact any other agencies they determine can best identify, handle and control the situation. Other agencies may include Medical, HAZMAT and/or

**TERRORIST ALERT SYSTEM**

The National Terrorism Advisory System, or NTAS, replaced the color-coded Homeland Security Advisory System (HSAS) in 2011. The advisories codes are either Elevated or Imminent. Visit [www.dhs.gov](http://www.dhs.gov) for additional information

Security Officers must be aware of the threat level and consider it when deciding when notifications should be made. When on Level Four and Five, all events may become more urgent.

The following incidents require immediate attention:

1. An attack on a public building in the United States
2. Any terrorist incident in the United States or Mexico
3. Any declaration of war, or outbreak of war or invasion between any countries
4. A major incident or terrorist attack anywhere which may trigger similar incidents. (Incidents involving Arab/Israeli attacks are excepted unless they expand to other areas).
5. If you are unsure about the incident, make notifications



## **XIV. PARKING VIOLATION LOG**

The parking violation log is maintained at the security desk.

### **GOAL**

To provide a safe and secure parking environment for all persons using DES parking properties, first thru education and when necessary thru advisement.

### **COMMON VIOLATIONS FOUND**

1. Parking in an area designated for motorcycles only
2. Parking in a loading zone/dock
3. Parking in an area not designated as a parking space
4. Unauthorized parking in a space reserved for handicapped
5. Unauthorized parking in a reserved parking space
6. Parking on a pedestrian path or sidewalk
7. Parking in a Rideshare space without decal/placard
8. Parking in any area of State property closed to traffic
9. Not displaying Parking Placard
10. Obstruction of a building entrance, driveway, fire lane or a legally parked vehicle
11. Parking outside of parking stall lines
12. Failure to obey posted parking sign(s)
13. Employee with out-of-state registration

### **ENFORCEMENT GUIDELINES**

1. Protective Services Security Officers will patrol the parking areas of DES Property.
2. When one of the listed violations is discovered, the Security Officer will do the following:
  - a. Check with the front desk to see if the license plate has been reported within the last 30 days.
  - b. If there is no prior information for the prior 30 day period, the Security Officer will note the license and vehicle information in the Parking Warning /Advisory Log & take a picture to be forwarded to the Supervisor. The Security Officer will note the contact and time in the Daily Security Log and forward it to the Supervisor.
  - c. If there is a prior incident logged involving the same plate within the last 30 days, the Security Officer will take a photo of the violation and vehicle & issue a Parking Warning/Advisory notice. The Security Officer will complete the Parking/Warning Advisory Log and input the violation information and prior information into their Daily Security Log and forward this to the Supervisor along with the attached photo.
  - d. If there is a prior incident involving the same plate that is more than 30 days old, the Security Officer will proceed as outlined in "b." above.
  - e. If there are prior incidents involving the same plate or



vehicle that are both more than and less than 30 days old, the Security Officer will proceed as outlined in "c." above.

### **SPECIAL PROTOCOLS**

1. Dignitary vehicles will not be issued a DES Parking Advisory/Warning sticker.
  - a. Security Officers will provide assistance to dignitary drivers and their passengers.
  - b. Security Officers will notify their supervisor of the dignitary contact.
  - c. Security Officers will document the contact in their Daily Security Log and forward this to their supervisor.
  
2. Fire, Police & EMS or Medical Transport/Handicapped Units will not be issued a DES Parking Advisory/Warning sticker.
  - a. Security Officers will provide assistance to the drivers and their passengers.
  - b. Security Officers will notify their supervisor of the contact.
  - c. Security Officers will document the contact in their Daily Security Log and forward this to their supervisor.
  
3. Any time an Office contacts a vehicle where there is potential for contact becoming a significant issue, the Security Officer will contact the supervisor before Taking enforcement action.

### **DAILY OPERATION OF LOG**

1. Fill in log each a Security Officer issues a Parking Warning/Advisory.
2. Each Security Officer issuing the Advisory is responsible for completing this log.
3. Make additional sheets to cover a one month period.
4. Replace a new log at the end of each month.
5. Forward the prior month's log to the supervisor for filing.







## **XV. INCIDENT REPORTS**

An incident report will be completed by Security Officers when any crime, injury, accident or damaged property is reported to have taken place on DES property. An incident report will also be completed if any DES property is reported lost or damaged at any other location. Incident reports will be prepared for any activity as directed by a supervisor.



**XVI. UNAUTHORIZED ITEMS**

The goal of the DES PROTECTIVE SERVICES Unit is to make the workplace a safe environment for all employees and visitors. In pursuit of this goal, the following is a list of weapons and items, by category, that are prohibited in DES Buildings. This list is only a guideline and should not be construed as limiting the Protective Services Security Officer when safety is the issue. Should any questions or complaints arise, refer them to your supervisor or designee of the Protective Services Director.

**LEVEL ONE PROHIBITED ITEMS**

Level One is the highest level of security in the DES Buildings. All administrative and public meetings or hearings held within the buildings are considered Level One for security purposes. The categories below are an expanded list of potential weapons and items prohibited in the building.

**PROHIBITED DEADLY WEAPONS**

A.R.S. 13-3101.1 describes a deadly weapon as a firearm or anything designed for lethal use. Examples include but are not limited to:

- |                  |                 |
|------------------|-----------------|
| Box cutters      | Pen guns        |
| Butterfly knives | Razors          |
| Firearms         | Razor blades    |
| Daggers          | Straight razors |
| Knives           | Swords          |

**PROHIBITED EXPLOSIVES**

A.R.S. 13-3101.3 describes an explosive as any dynamite, nitroglycerine, black powder or other similar explosive material including plastic explosives but does not mean or include ammunition or ammunition components such as primers, percussion caps, smokeless powder and black powder used for hand loading purposes. The following items are listed under the Prohibited Potential Weapons category:

- |               |                    |
|---------------|--------------------|
| Black Powder  | Fireworks          |
| Blasting caps | Plastic explosives |
| Dynamite      | Nitroglycerine     |

**PROHIBITED FLAMMABLE LIQUIDS**

A.R.S. 28-602 describes flammable liquid as any liquid which has a flash point of less than 100 degrees Fahrenheit and which is defined in the 49 Code of Federal Regulations, Part 173.

Examples include but are not limited to:

- |          |               |
|----------|---------------|
| Acetone  | Lighter fluid |
| Alcohol  | Paint Thinner |
| Ether    | Sterno        |
| Gasoline | Turpentine    |



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**PROHIBITED CAUSTIC ALKALINES AND ACIDS**

A.R.S. 36-1101 describes dangerous, caustic or corrosive substances as:

- |                   |                     |
|-------------------|---------------------|
| Acetic acid       | Nitric acid         |
| Ammonia water     | Oxalic acid         |
| Arsenic           | Potassium hydroxide |
| Carbolic acid     | Silver nitrate      |
| Hydrochloric acid | Sodium hydroxide    |
| Hypochlorous acid | Sulphuric acid      |

This category also includes any household item that has a poison label or any item from the above list that is contained in a mis-labeled package or container.

**PROHIBITED WEAPONS AND CONTRABAND:**

A.R.S. 13-3101-7 describes prohibited weapons as:

- |                    |            |
|--------------------|------------|
| Bombs              | Land mine  |
| Grenade            | Poison gas |
| Explosives         | Rockets    |
| Incendiary devices |            |

A.R.S. 13-2501 describes contraband as:

- |                                    |                                        |
|------------------------------------|----------------------------------------|
| Dangerous instruments              | Narcotic drugs (heroin, cocaine, etc.) |
| Dangerous drugs (speed, LSD, etc.) | Obscenematerials                       |
| Deadly weapons                     | Marijuana                              |
| Explosives                         |                                        |

**PROHIBITED POTENTIAL WEAPONS**

The following is a list of items that could be considered as potential weapons and will be prohibited at all hearings. The list includes but is not limited to:

- |                       |                           |
|-----------------------|---------------------------|
| Ammunition            | Hatchets                  |
| Ammunition components | Horse shoes               |
| Primers               | Ice picks                 |
| Percussion caps       | Knitting needles          |
| Smokeless powder      | Letter openers            |
| Black powder used for | Lock picks                |
| hand loading          | Meat cleavers             |
| Baseball bats         | Martial arts devices      |
| Batons                | Multi-blade knives        |
| Bicycle chains        | Ninja pins                |
| Black jacks           | Nail files (4" or longer) |
| Brass knuckles        | Plastic knuckles/brass    |
| Bullets               | Safety pins (large)       |



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- |                       |                  |
|-----------------------|------------------|
| Bullet clips          | Scissors         |
| Clubs                 | Spikes           |
| Cork screws           | Stakes           |
| Crochet hooks         | Syringes         |
| Darts                 | Throwing stars   |
| Facsimiles of weapons | Tools            |
| Gun lighters          | Toy guns/weapons |
| Hammers               |                  |
| Handcuffs             |                  |

There are many miscellaneous religious items that could be used as a potential weapon. Protective Services Security Officers will determine if an item is to be allowed into a secured area.

**RELIGIOUS ITEMS**

Certain religious articles may be considered by the holder as sacred. Many times the holder will request that the item not be unsealed or opened. They believe the object will lose its religious power if tampered with. When this occurs, Protective Services Security Officers will physically examine or x-ray the item and determine its admissibility into the secured area. Examples of such items include:

1. Small religious objects worn or carried as charms to avert evil and bring good fortune.
2. Leather pouches (usually worn around the neck)
3. Medicine bags (used in Native American religious practices)

**LEVEL TWO PROHIBITED ITEMS**

Level Two is the next priority level of security. The category below lists items from Level One categories that the DES Building employees and tenants may have in their possession at work but cannot take into any Level One restricted area or event. All Prohibited Items in Level One apply to Level Two, with the exception of the items listed below:

- |                                                       |                                                   |
|-------------------------------------------------------|---------------------------------------------------|
| Exercise equipment (arm builders, etc.)               | Nail files                                        |
| Hobby/craft tools (knitting needles, glue guns, etc.) | Pepper spray/mace                                 |
| Letter openers                                        | Scissors                                          |
|                                                       | Small utility tools (hammers, screwdrivers, etc.) |



## **XVII. WEAPONS STORAGE POLICY**

### **PURPOSE**

Effective September 21, 2006, ARS §13-3102.01 requires that:

*“if an operator of a public establishment or a sponsor of a public event requests that a person carrying a deadly weapon remove the weapon, the operator or sponsor shall provide temporary and secure storage. The storage shall be readily accessible on the entry into the establishment or event and allow for the immediate retrieval of the weapon on an exit from the establishment or event.”*

The purpose of this policy is to provide a safe environment for all persons visiting, working, or having business in DES Buildings. Restricting the presence of weapons in the buildings is essential to provide such security. This policy implements A.R.S. §13-3102.01.

### **DEFINITIONS**

#### **A.R.S. §13-3102.01. “Storage of deadly weapons”**

- A. If an operator of a public establishment or a sponsor of a public event requests that a person carrying a deadly weapon remove the weapon, the operator or sponsor shall provide temporary and secure storage. The storage shall be readily accessible on entry into the establishment or event and allow for the immediate retrieval of the weapon on exit from the establishment or event.
- B. This section does not apply to the licensed premises of any public establishment or public event with a license issued pursuant to title 4.
- C. The operator of the establishment or the sponsor of the event or the employee of the operator or sponsor or the agent of the sponsor, including a public entity or public employee, is not liable for acts or omissions pursuant to this section unless the operator, sponsor, employee or agent intended to cause injury or was grossly negligent.
- D. For the purposes of this section, "public establishment" and "public event" have the same meanings prescribed in section 13-3102.

**A.R.S. §13-105 (13) “Deadly Weapon”** means anything designed for lethal use, including a firearm.

**A.R.S. §13-105 (17) “Firearm”** means any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon which will or is designed to, or may readily be converted to, expel a projectile by the action of expanding gases, except that it does not include a firearm in permanently inoperable condition.

**“Public Establishment”** means a structure, vehicle or craft that is owned, leased or operated by the state or a political subdivision of this state.



## WEAPON STORAGE

### GENERAL PUBLIC

Any person who lawfully possesses a weapon or potential weapon, entering a DES Building, including a person with a concealed weapon permit shall request Protective Service Security Officers to store the weapon in a designated weapons locker. If all designated storage lockers are in use, persons lawfully possessing a weapon shall be informed that all of the storage lockers are occupied and will be asked to consider an alternative storing location.

1. The Protective Services Security Officer will escort the person with the weapon to where the weapon storage lockers are located.
2. The person will be requested to remove their weapon, keeping it secured in the holster or carrying case, and place it in the designated storage locker. Protective Services Security Officers will not handle weapons being stored.
3. Once the weapon has been placed into the storage locker, the person storing the weapon will be provided numbered ticket which they will have to produce to retrieve their weapon.
4. The person storing the weapon will be required to complete and sign the weapon storage log sheet.
5. The person will be informed to report back to security desk to summon a Protective Service Security Officer to escort them back to the locker & retrieve their weapon.

Weapons which are not retrieved by the close of business, the end of the scheduled business day, will be removed from the storage locker by the weapons instructor and impounded. A trained and certified weapons instructor will make the weapon safe and place the weapon and accompanying identification card in an envelope listing the owner's name and the date. The envelope with the weapon will be stored in the weapons safe. Weapons unclaimed after 10 business days will be considered abandoned and may be disposed in any lawful manner, by the Protective Services Director.

### LAW ENFORCEMENT

Certified law enforcement Security Officers acting in their official capacity may carry a weapon in Arizona State Buildings under the following guidelines:

1. Sworn Police Officers in uniform acting in their official capacity may carry a weapon in a DES Building.
2. Sworn Police Officers in plain clothes, acting in their official capacity, may carry a weapon in a DES Building.
3. Uniform or plain clothes sworn Police Officers not acting in an official capacity (i.e. visiting friend or relative, etc.) may carry their duty weapon in the DES Building but will wear the weapon concealed and advise the on-duty Protective Services Security Officer they are law enforcement.



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The Protective Service Security Officers will ensure the weapons storage log is completed and make entries into the daily log book.