

PEACE OFFICER STANDARDS AND TRAINING POLICY AND PROCEDURE MANUAL

WAIVER

3210 WAIVER POLICY

POLICY

1. Utah law provides that the Director of POST may waive the required basic peace officer or dispatcher training course and certify an applicant who:
 - a. provides proof they meet the requirements under section 53-6-203 or 53-6-302,
 - b. provides proof that they have completed a basic training program that in the director's judgment is equivalent to the POST course
 - c. passes the certification examination; and
 - d. for peace officer certification, passes a physical fitness test. (Utah Code Ann. §53-6-206).
2. Waiver applicants will be required to furnish POST with a copy of the training curriculum from the institution where they received basic training and proof of successful completion of the program.

PROCEDURE

1. WAIVER

Waiver applies to a person who has completed a peace officer or dispatcher training program other than one already certified by the director of Utah POST and requests Utah POST to recognize their training and waive the normal basic training requirement. All or any part of the training program may be waived.

2. LAPSED CERTIFICATE

A peace officer or dispatcher whose certification has lapsed is not eligible for Waiver. In the case of a lapsed certificate, the officer or dispatcher shall re-attend and complete all requirements of the basic training program including the certification examination and physical fitness test.

Note: The certificate of a peace officer or dispatcher “lapses” if they have not been actively engaged in performing the duties of a peace officer or dispatcher for four continuous years or more.

3220 WAIVER ELIGIBILITY

POLICY

The Training Bureau Chief, or designee, will evaluate peace officer and dispatcher training programs for waiver eligibility. Generally, the following rules will apply:

1. Applicants who, within the last four years have completed a basic peace officer or dispatcher training program in another state that, in the judgment of the director of POST, is equivalent to the program required for certification in Utah; or, have been certified and actively engaged as a city, county, state, federal, or military law enforcement officer or dispatcher within the last four years, and have left in good standing, may be eligible for waiver.
2. All out-of-state waiver applicants are required to complete the POST waiver process. The waiver process includes an application, background check, a written certification test and, for peace officers, a physical fitness assessment.

3230 WAIVER APPLICATION PROCEDURE

POLICY

1. Applicants for waiver will complete the application electronically, via the POST web site, and submit assessed fees directly to POST.
2. When the application is approved by POST, the applicant may receive a copy of the performance objectives taught in basic training, information on accessing the Utah traffic and criminal code on-line, information on the required physical fitness standards and other study materials to help them prepare for the Waiver written exam and physical fitness assessment. The written exam will be based on the basic training performance objectives. The physical fitness assessment will be based on the physical fitness standards for certification as approved by the POST Council.
3. All Waiver applicants must complete and submit the following forms to POST:
 - a. Application and Background Clearance for POST Approved Basic Training Programs. This form shall be signed by the applicant. A recent

photograph, a copy of the applicant's high school diploma, applicant's driving record (if driving record is from outside of Utah), DD 214 form (if veteran), and a birth certificate, must be provided.

- b. Medical Release. A medical release must be signed by a physician before taking the physical assessment test. The medical release is only valid for six months from the date signed by the physician.
 - c. Fingerprint Card. A criminal record search shall be completed prior to certification. Fingerprint cards shall be filled out completely. Note: Despite an initial negative criminal record search and your application subsequently being approved; the FBI's Next Generation Identification (NGI) Rap Back Service could still discover a positive criminal record search months, and in some circumstances, years after the application has been approved.
 - d. Request for Certification. The chief administrative officer of the agency shall complete this form electronically. This form is to be submitted to POST only after the applicant is hired by a Utah public safety agency.
 - f. Waiver and Authorization to Release Information. This form shall be signed by the applicant and notarized.
4. Fees
- a. A \$75.00 fee will be assessed for the written exam and physical fitness assessment.
 - b. The fee is payable at the time of testing. The fee is waived if the individual has a written, conditional offer of employment from a Utah law enforcement agency.

3240 WAIVER TESTING PROCEDURE

POLICY

1. Waiver applicants must pass a written examination. This examination will include questions concerning many of the performance objectives taught in basic training. The written examination is composed of true/false, multiple choice and matching questions. The applicant will be allowed two hours to complete the SFO examination, two hours to complete the BCO examination and three hours to complete the LEO examination. The applicant must achieve a score of 80% to pass each test. If the applicant is eligible for the LEO examination, they will not be required to take a separate SFO examination.

2. The applicant shall have two opportunities to pass the examination (initial test and retake) The examination must be passed within one year of the application approval. The one year does not apply beyond the four-year lapse in service period.
3. Waiver applicants must complete this process before the four-year time limit has expired.
4. Subject to Utah Code Ann. § 53-6-206(3) or 53-6-304(2) If an applicant fails the written examination [after two attempts] the director shall not waive the required basic training course and the applicant shall complete the basic training requirement including the certification examination and physical fitness test before they may be certified.
5. If the applicant fails the written exam, POST staff may provide the applicant with the missed learning objectives but will not review individual questions.
6. All waiver applicants for peace officer certification shall also pass a physical fitness assessment at the established basic training exit standard in each fitness category in accordance with Policy 2390.
7. Waiver applicants for peace officer certification who fail the physical fitness assessment will have one year from the date of application approval to meet the approved standard. Re-testing during the one-year period will be conducted on regularly scheduled waiver test dates.

Note: See POST Policy 2091 for Licensing/Certification Examination Accommodation

3250 WAIVER OFFICE PROCEDURES

POLICY

1. The Waiver test will be given at POST on the second Wednesday of each month, except state holidays. The testing process will begin at 0900 hours unless otherwise directed.
1. Applicants will have two hours to complete the SFO examination, two hours to complete the BCO examination and three hours to complete the LEO examination.
2. Waiver testing at POST will not be scheduled at any other time without the approval of the In-Service Bureau Chief.

PEACE OFFICER STANDARDS AND TRAINING POLICY AND PROCEDURE MANUAL

REACTIVATION

3310 REACTIVATION POLICY

POLICY

1. Utah law provides that the Director of POST may waive the required basic peace officer or dispatcher training course and certify an applicant who:
 - a. provides proof they meet the requirements under section 53-6-203 or 53-6-302,
 - b. provides proof that they have completed a basic training program that in the director's judgment is equivalent to the POST course
 - c. passes the certification examination; and
 - d. for peace officer certification, passes a physical fitness test. (Utah Code Ann. §53-6-206).

PROCEDURE

1. REACTIVATION

Reactivation refers to a person who has previously been certified as a peace officer in Utah, who has not been actively engaged in performing the duties of a sworn and certified peace officer for 18 consecutive months or more, but less than four years as described in Utah Code Ann. §53-6-208, or a person who has previously been certified as a dispatcher in Utah, who has not been actively engaged in performing the duties of a dispatcher for 18 consecutive months or more, but less than four years as described in Utah Code Ann. §53-6-306.

2. LAPSED CERTIFICATE

A peace officer or dispatcher whose certification has lapsed is not eligible for Reactivation. In the case of a lapsed certificate, the officer or dispatcher shall re-attend and complete all requirements of the basic training program including the certification examination and physical fitness test.

Note: The certificate of a peace officer or dispatcher becomes “inactive” if they have not been actively engaged in performing the duties of a sworn and certified peace officer or certified dispatcher for 18 consecutive months or more. The certificate of a peace officer or dispatcher “lapses” if they have not been actively engaged in performing the duties of a peace officer or dispatcher for four continuous years or more.

3320 REACTIVATION ELIGIBILITY

POLICY

Reactivation eligibility is determined in the following manner:

1. Subject to Utah Code Ann. § 53-6-208(2), and 53-6-306 a person who has not been actively engaged in performing the duties of a Utah peace officer or dispatcher for four continuous years or more is ineligible for reactivation and must successfully pass a basic training course at a certified academy, the certification examination and, for peace officers, a physical fitness test before they will be certifiable.
2. A certified Utah Peace Officer or dispatcher who becomes unemployed as a peace officer or dispatcher for 18 consecutive months or more, but less than four years must successfully complete the reactivation process to have their certification reissued or reinstated.
3. A person who has completed a certified basic training academy in Utah, and has not become employed in a peace officer or dispatcher position within 18 consecutive months or more from the date they complete the original certification examination, must successfully complete the reactivation process before they will be certifiable.
4. All reactivation applicants are required to complete the POST reactivation process which includes a background check and a written examination. A physical fitness assessment will also be required for those seeking certification as a peace officer.

3330 REACTIVATION APPLICATION PROCEDURE

POLICY

1. Applicants for reactivation will complete the application electronically, via the POST web site, and submit assessed fees directly to POST.
2. When the application is approved by POST, the applicant may receive a copy

of the performance objectives taught in basic training, information on accessing the Utah traffic and criminal code on-line, information on the required physical fitness standards and other study materials to help them prepare for the Reactivation written exam and physical fitness assessment. The written exam will be based on the basic training performance objectives. The physical fitness assessment will be based on the physical fitness standards for certification as approved by the POST Council.

3. All Reactivation applicants must complete and submit the following forms to POST:
 - a. Application and Background Clearance for POST Approved Basic Training Programs. This form shall be signed by the applicant. A recent photograph, a copy of the applicant's high school diploma, applicants driving record (if driving record is from outside of Utah), DD 214 form (if veteran), and a birth certificate, must be provided.
 - b. Medical Release. A medical release must be signed by a physician before taking the physical assessment test. The medical release is only valid for six months from date signed by the physician.
 - c. Fingerprint Card (1). A criminal record search shall be completed prior to certification. Fingerprint cards shall be filled out completely. Note: Despite an initial negative criminal record search and your application subsequently being approved; the FBI's Next Generation Identification (NGI) Rap Back Service could still discover a positive criminal record search months, and in some circumstances, years after the application has been approved.
 - d. Request for Certification. The chief administrative officer of the agency shall complete this form electronically. This form is to be submitted to POST only after the applicant is hired by a Utah public safety agency.
 - f. Waiver and Authorization to Release Information. This form shall be signed by applicant and notarized.
4. Fees
 - a. A \$75.00 fee will be assessed for the written exam and physical fitness assessment.
 - b. The fee is payable at the time of testing. The fee is waived if the individual has a written, conditional offer of employment from a Utah law enforcement agency.

3340 REACTIVATION TESTING PROCEDURE

POLICY

1. Reactivation applicants must pass a written examination. This examination will include questions concerning many of the performance objectives taught in basic training. The written examination is composed of true/false, multiple choice and matching questions. The applicant will be allowed two hours to complete the SFO examination, two hours to complete the BCO examination and three hours to complete the LEO examination. The applicant must achieve a score of 80% to pass each test. If the applicant is eligible for the LEO examination, they will not be required to take a separate SFO examination.
2. The applicant shall have two opportunities to pass the examination (initial test and retake) The examination must be passed within one year of the application approval. The one year does not apply beyond the four-year lapse in service period.
3. Reactivation applicants must complete this process before the four-year time limit has expired.
4. Subject to Utah Code Ann. § 53-6-206(3) or 53-6-304(2) If an applicant fails the written examination [after two attempts] the director shall not waive the required basic training course and the applicant shall complete the basic training requirement including the certification examination and physical fitness test before they may be certified.
5. If the applicant fails the written exam, POST staff may provide the applicant with the missed learning objectives but will not review individual questions.
6. All reactivation applicants for peace officer certification shall also pass a physical fitness assessment at the established basic training exit standard in each fitness category (see POST policy 2390 for physical fitness standards).
7. Reactivation applicants for peace officer certification who fail the physical fitness assessment will have one year from the date of application approval to meet the approved standard. Re-testing during the one-year period will be conducted on regularly scheduled test dates.

Note: See POST Policy 2091 for Licensing/Certification Examination Accommodation

3350 REACTIVATION OFFICE PROCEDURES

POLICY

1. The Reactivation test will be given at POST on the second Wednesday of each month, except state holidays. The testing process will begin at 0900 hours unless otherwise directed.
2. Applicants will have two hours to complete the SFO examination, two hours to complete the BCO examination and three hours to complete the LEO examination.
3. Reactivation testing will not be scheduled at any other time without the approval of the In-Service Bureau Chief.
4. The physical fitness assessment will be administered by a POST Training Supervisor.
5. The written test will be administered by an approved POST staff member.
6. Applications for Reactivation must be filled out in their entirety. Applications must be completed and submitted electronically via the POST website at least two weeks prior to testing.