

STATE OF ARKANSAS

114729

COMMISSION ON LAW ENFORCEMENT  
STANDARDS AND TRAINING

# MANUAL OF REGULATIONS

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Little Rock, Arkansas 72204  
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## TABLE OF CONTENTS

<b>Section I—Red Section—Introduction</b>	<b>Page</b>
Background .....	1
Goal .....	2
Act 452 of 1975 (Compiled Ark. Stat. Ann. 42-1009) Advisory Board and Executive Commission on Law Enforcement Officer Minimum Standards .....	3-8
 <b>Section II—White Section—Regulations</b>	
<b>Number</b>	
— Section Outline .....	9
1000. Objectives .....	10
1001. Definitions .....	10-12
1002. Minimum Standards for Employment or Appointment .....	12-13
1003. Probationary Period .....	13
1004. College Education Credits .....	13
1005. Minimum Standards for Training .....	13-15
1006. Extension of Time Limit for Course Completion .....	15
1007. Examinations .....	15
1008. Waiver of Equivalent Training—Reciprocity .....	15
1009. Personnel Action Reports .....	15-16
1010. Certification of Law Enforcement Officers .....	16-17
1011. Certification of Auxiliary Law Enforcement Officers .....	17
1012. Certification of Part-Time Officer I & Part-Time Officer II .....	17-18
1013. Certification of Specialized Police Personnel .....	18
1014. Certification of Field Training Officers .....	18-19
1015. Certification of Radar Operators & Instructors .....	19
1016. Certification of Instructors .....	19-20
1017. Certification of Schools or Courses .....	20
1018. Curriculum .....	20
1019. Training Records .....	20
1020. Law Enforcement Code of Ethics .....	20
1021. Director .....	20-21
1022. Miscellaneous Activities of the Commission .....	21
1023. Commission Publications .....	21
1024. Right to Amend .....	21

### **Section III—Blue Section—Specifications**

#### **Number**

—	Section Outline . . . . .	22
S-1	Citizenship and Age Verification . . . . .	23
S-2	Fingerprint Record Check . . . . .	24
S-3	The Background Investigation . . . . .	25-26
S-4	High School Education . . . . .	27
S-5	Physical Examination . . . . .	28
S-6	Personal Interview . . . . .	29-30
S-7	Psychological Examination . . . . .	31-32
S-8	College Education Credits . . . . .	33
S-9	The Basic Police Training Course . . . . .	34
S-10	The Supervisory Course . . . . .	35-36
S-11	The Middle Management Course . . . . .	37-38
S-12	The Executive Course . . . . .	39-40
S-13	The Refresher Course . . . . .	41
S-14	The Specialized Courses . . . . .	42
S-15	Certification of Law Enforcement Officers . . . . .	43-47
S-16	Certification of Instructors . . . . .	48-49
S-17	Certification of Police Traffic Radar Operators and Instructors . . . . .	50
S-18	Certification of Schools or Courses . . . . .	51-52
S-19	Certification of Field Training Officers . . . . .	53-54
S-20	Certification of Specialized Police Personnel . . . . .	55
S-21	The Law Enforcement Code of Ethics . . . . .	56

### **Section IV—Yellow Section—Sample Blank Forms**

#### **Number**

—	Section Outline . . . . .	58
F-1	Initial Employment Report . . . . .	59-60
F-2	Medical Examination Report . . . . .	61-62
F-2a	Medical History Questionnaire . . . . .	63-64
F-2b	Confirmation of Psychological Evaluation . . . . .	65
F-3	Personal History Statement . . . . .	66-77
F-4	Personnel Change-in-Status Report . . . . .	78
F-4a	Personnel Separation Notice . . . . .	79
F-5	Application for Certification of Course . . . . .	80
F-6	Notice of Course Completion . . . . .	81

F-7	Application for Law Enforcement Officer Certificate .....	82-83
F-8	Application for Instructor Certificate .....	84-85
F-9	Notice of Certification Action (Not for Distribution) .....	86
F-10	Education and Training Record .....	87
F-11	Qualifications Appraisal Guide .....	88
F-12	Application for Field Training Officer Certificate .....	89-90
	Field Training Manual for Law Enforcement Recruits .....	91-96
F-13	Field Training Officer Weekly Progress Report—In Manual—Appendix A .....	97-100
F-14	Field Training Officer Evaluation Report— In Manual—Appendix B .....	101-104
F-15	Field Training Record—In Manual—Appendix C .....	105-107
F-16	Field Training Officer Instruction Guides— In Manual—Appendix D .....	108-126
F-17	Form Order Blank .....	127
F-18	Attendance Roster .....	128

## FOREWORD

This document has been prepared to assist you in locating certain regulations, specifications, and sample forms which you may need in the administration of your agency.

This manual is divided into the following sections which are color-coded for your convenience:

Section I—Red Section—Background and Enabling Legislation

Section II—White Section—Regulations

Section III—Blue Section—Specifications

Section IV—Yellow Section—Sample Blank Forms

Should you have any questions concerning the contents of this manual, please call 501-371-8129 or write:

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## BACKGROUND

### COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING

1. The Executive Commission on Law Enforcement Standards was created by House Bill 577, enacted by the Seventieth General Assembly, which was signed by Governor David Pryor on March 18, 1975, and became effective January 1, 1976, as Act 452 of 1975, and later compiled as Ark. Statute Ann. 42-1001-42-1009.

The Act granted the Executive Commission the power to establish reasonable minimum standards for selection and training of law enforcement officers in Arkansas, to certify officers as being qualified by training and education, to examine and evaluate instructors and courses of instruction, and certify extent of qualification respectively.

The Commission was composed of five members appointed by the Governor to five year terms, which were staggered. Act 452 requires the Commission to meet formally at least four times a year, adopt rules and regulations to govern its operations, select one of its members as Chairman, and is authorized to enter into contracts or do such things as may be necessary and incidental to the administration of the Act.

Enactment of this legislation was the result of the combined efforts of law enforcement agencies, organizations, and other interested persons who were aware of the need for greater coordination of training and uniform minimum standards for selection and training of law enforcement officers in the State of Arkansas. It was believed a well administered program would result in the upgrading and professionalization of law enforcement.

2. On February 10, 1981, Governor Frank White signed House Bill 188 which was passed by the Seventy-Third General Assembly and became effective on July 1, 1981 as Act 45 of 1981 and later compiled as Ark. Stat. Ann. 42-701.1.

The Act abolished the Arkansas Department of Public Safety. The Arkansas Law Enforcement Training Academy was created by Act 526 of 1963 and was an agency of the Department of Public Safety.

The Act also abolished the Executive Commission on Law Enforcement Standards as established under the provisions of Act 452 of 1975.

Act 45 of 1981 further transferred the duties and responsibilities of the Executive Commission on Law Enforcement Standards and the Arkansas Law Enforcement Training Academy to the Arkansas Commission on Law Enforcement Standards and Training which was established by this act and became effective on July 1, 1981.

The new Commission consisted of seven (7) members, appointed by the Governor with essentially the same duties and responsibilities of both previous Commissions.



**GOAL  
OF  
THE COMMISSION ON LAW ENFORCEMENT  
STANDARDS AND TRAINING**

The goal of the Commission is to establish the role of the law enforcement officer as a profession, thereby presenting the citizens of the State of Arkansas with officers who have the knowledge and skill to detect, prevent and reduce crime.

## **ADVISORY BOARD AND EXECUTIVE COMMISSION ON LAW ENFORCEMENT OFFICER MINIMUM STANDARDS**

**BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:**

**LEGISLATIVE FINDING.** The General Assembly hereby finds and determines that the administration of criminal justice is of statewide concern and that law enforcement is important to the health, safety and welfare of the people of this State; that the State has a responsibility to ensure effective law enforcement by establishing minimum selection, training, and educational requirements for law enforcement officers, and also to encourage advanced in-service training programs; and, that it is in the public interest that minimum levels of education and training be developed and made available to persons seeking to become law enforcement officers and to persons presently serving as law enforcement officers.

**(42-1001) DEFINITIONS.** As used in this Act the following terms shall have the following meanings unless the context clearly indicates otherwise.

- (a) "Law enforcement officer" means any (appointed) law enforcement officer who is responsible for the prevention and detection of crime and the enforcement of the criminal, traffic or highway laws of this State, excluding only those officers who are elected by a vote of the people.
- (b) "Advisory Board" means the Advisory Board on Law Enforcement Standards as established by Section 3 of this Act.
- (c) "Executive Commission" means the Executive Commission on Law Enforcement Standards as established by Section 4 of this Act.
- (d) "Political Subdivision" means any county, municipality, township or other specific local unit of general government.

### **(42-1002, as amended by Section 7(f) of Act 45 of 1981 — compiled at 42-701.1(f)) ADVISORY BOARD ON LAW ENFORCEMENT STANDARDS AND TRAINING.**

- (a) There is hereby established an Advisory Board on Law Enforcement Standards, hereafter called the "Advisory Board". The Advisory Board shall be composed of thirteen (13) members, nine (9) of whom shall be selected by the Executive Commission. In addition to the nine (9) members appointed by the Executive Commission, the Attorney General of the State, the Director of the Arkansas State Police, the Director of the State Law Enforcement Training Academy, and the Special Agent in Charge of the F.B.I. in Arkansas shall be members, by virtue of their office. The Attorney General shall serve as legal counsel to the Executive Commission, but he may designate one or more members of his staff to provide legal service to the Executive Commission.
- (b) The Attorney General, the Director of the Arkansas State Police and the Director of the State Law Enforcement Training Academy, shall be members. Each of the appointed members shall be appointed for four (4) year terms and shall serve for such terms unless removed for cause in a manner prescribed by law.
- (c) The appointed membership of the Advisory Board shall consist of one (1) circuit judge, one (1) municipal court judge, one (1) county sheriff, one (1) chief of police representing a jurisdiction of over 25,000 population, one (1) chief of police representing a jurisdiction under 25,000 population, one (1) prosecuting attorney, one (1) practicing member of the Bar, one (1) faculty member of a four (4) year or a two (2) year institute of higher learning who teaches criminal justice courses, and one (1) private citizen of voting age.

- (d) Any vacancy on the Advisory Board shall be filled in the same manner as the original appointment, but for the unexpired term.
- (e) The Advisory Board shall designate the chairman and such other officers as it deems necessary from its members. Each such officer shall be selected for a term of one (1) year but may succeed himself as many times as selected.
- (f) Members of the Advisory Board shall serve without compensation, but shall be entitled to receive reimbursement for actual expenses incurred in the performance of their official duties.
- (g) The Advisory Board shall hold no less than one (1) regular meeting a year. The chairman shall fix the time and place of the meeting or meetings, either on his own motion or upon written request of any five (5) members of the Advisory Board.

**(42-1003, as amended by Section 7 (f) of Act 45 of 1981) POWERS AND DUTIES OF ADVISORY BOARD.** The Advisory Board shall have the power and duty to advise the Executive Commission and to provide the Executive Commission with any assistance in any matter in which one or more members of the Advisory Commission has expertise or specific knowledge in an area or field.

**(42-1004, as amended by Section 7 of Act 45 of 1981) EXECUTIVE COMMISSION ON LAW ENFORCEMENT STANDARDS.**

- (a) The Arkansas Law Enforcement Training Academy, created by Act 526 of 1963, as amended, the same being Arkansas Statutes 42-701 et seq., which was transferred by a Type 4 transfer to the Department of Public Safety and located in the Law Enforcement Training Academy Division thereof under the provisions of Section 14 of Act 38 of 1971, as amended, is hereby detached and separated from the Department of Public Safety and is transferred to the Arkansas Commission on Law Enforcement Standards and Training, which is hereinafter established.
- (b) The Executive Commission on Law Enforcement Standards, as established under the provisions of Section 5 of Act 452 of 1975, is hereby abolished, and all powers, functions, and duties and all personnel, appropriated funds and fund balances of the Executive Commission on Law Enforcement Standards are hereby transferred to the Arkansas Commission on Law Enforcement Standards and Training, which is hereby established.
- (c) The Arkansas Commission on Law Enforcement Standards and Training, hereinafter referred to as the "Commission", shall consist of seven (7) members, to be appointed by the Governor with the advice and approval of the Senate. Two (2) members of the Commission shall be Chiefs of Police of municipalities in Arkansas; two (2) members of the Commission shall be Sheriffs of Counties in this State; two (2) members shall be appointed to represent the public; and one (1) member shall be an educator in the field of Criminal Justice. Each congressional district of the State must be represented on the Commission, with the remaining members to be appointed from the State at-large. The Governor shall designate the terms of the initial members appointed to the Commission whereby the term of one member will expire on January 14, 1982 and the term of one member shall expire on January 14 of each year thereafter. Successor members shall be appointed for terms of seven (7) years, or until their successors are appointed and qualified, in the same manner as provided for the initial appointments of said members. In the event a vacancy shall occur due to death, resignation, or other reason on the Commission, said vacancy shall be filled by appointment by the Governor in the same manner as provided for the initial appointment for said position, for the remainder of the unexpired portion of the term thereof. Act 131 of 1983 appointed one (1) additional Commissioner, sixty (60) years of age or older, to serve as a representative of the older population.

- (d) Members of the Commission shall serve without compensation but shall be entitled to receive reimbursement for actual expenses incurred in the performance of their official duties, including reimbursement for mileage for official travel in connection with Board business, at the same rate provided by State Travel Regulations for State employees. The Commission shall meet at such times as may be provided by the rules of the Commission, or upon call of the Chairman, or upon written request of any four (4) members.
- (e) The Governor, upon recommendation of the Commission on Law Enforcement Standards and Training, shall appoint the Director of Law Enforcement Standards and Training, who shall perform such duties as may be directed by the Commission, and who shall serve at the pleasure of the Governor. The Commission on Law Enforcement Standards and Training shall succeed to all powers, functions, and duties of the Arkansas Law Enforcement Training Academy and the Arkansas Law Enforcement Training Academy Board, as provided in Act 526 of 1963, as amended, and shall assume all powers, functions, and duties of the Executive Commission on Law Enforcement Standards, as provided in Act 452 of 1975, as amended.
- (f) The Advisory Board on Law Enforcement Standards shall hereafter be known as the "Advisory Board on Law Enforcement Standards and Training", and shall serve as an advisory board to the Arkansas Commission on Law Enforcement Standards and Training with respect to the operation of the Law Enforcement Training Academy and the administration of the Law Enforcement Standards Program in this State.
- (g) All of the respective powers, functions, duties, property, equipment, personnel, appropriated funds, and fund balances of the Law Enforcement Training Academy Division of the Department of Public Safety, and of the Executive Commission on Law Enforcement Standards, are hereby transferred to, and the same shall hereafter be administered by, the Arkansas Commission on Law Enforcement Standards and Training as established in this Act, with all funds and fund balances to be used for the respective purposes as now provided by law. Nothing in this Act shall be so construed as to reduce any right which an employee of the Law Enforcement Training Academy or the Executive Commission on Law Enforcement Standards shall have under any civil service or merit system, upon the transfer of said programs to the Commission on Law Enforcement Standards and Training.

**(42-1005, as amended by Section 7 of Act 45 of 1981, compiled at 42-701.1) POWERS AND DUTIES OF THE EXECUTIVE COMMISSION.**

In addition to the powers conferred upon the Executive Commission elsewhere in the Act, the Executive Commission shall have power to:

- (a) Promulgate rules and regulations for the administration of this Act.
- (b) Require the submission of reports and information by police departments within this State.
- (c) Establish minimum selection and training standards for admission to employment as a law enforcement officer. The standards may take into account different requirements for urban and rural areas, full-time and part-time employment, and specialized police personnel. Provided, that the minimum selection and training standards for admission to employment as a law enforcement officer, shall not apply to volunteer police auxiliary officers\*, and volunteer officers of sheriffs' mounted patrols, and to honorary police officer commissions issued by appropriate police authority. \*(Refer to Act 757 of 1983)
- (d) Establish minimum curriculum requirements for preparatory, in-service and advanced courses and programs of schools operated by or for the State and political subdivisions for the specific purpose of training recruits for law enforcement officers.
- (e) Consult and cooperate with counties, municipalities, agencies of this State, other governmental agencies, and with universities, colleges, junior colleges, community colleges and other institutions or organizations concerning the development of police training schools and programs or courses of instruction.

- ( f ) Approve institutions and facilities to be used by or for the State or any political subdivision thereof for the specific purpose of training law enforcement officers and recruits.
- ( g ) Adopt rules and minimum standards for such schools which include but not be limited to the following:
  - (1) The curriculum for probationary police officers which shall be offered by all certified schools shall include but not be limited to courses of arrest, search and seizure, civil rights, human relations, criminal law, law of criminal procedure, vehicle and traffic law, traffic control and accident investigation, techniques of obtaining physical evidence, court testimonies, statements, reports, firearms training, first-aid, handling of juvenile offenders, recognition of mental conditions which require immediate assistance and methods to safeguard and provide assistance to a person in need of mental treatment, law of evidence and physical training. The curriculum for permanent police officers shall include but not be limited to (1) refresher and in-service training in any of the courses listed above in this subparagraph, (2) advanced courses in any of the subjects listed above in this subparagraph, (3) training for supervisory personnel, and (4) specialized training in subjects and fields to be selected by the board.
  - (2) Minimum courses of study, attendance requirements and equipment requirements.
  - (3) Minimum requirements for instructors.
  - (4) Minimum basic training requirements which a probationary police officer must satisfactorily complete before being eligible for permanent employment as a law enforcement officer.
- ( h ) Make and encourage studies of any aspect of police administration.
- ( i ) Conduct and stimulate research of public and private agencies designed to improve police administration and law enforcement.
- ( j ) Make recommendations concerning matters within its preview pursuant to this Act.
- ( k ) Make such evaluations as may be necessary to determine if governmental units are complying with the provisions of this Act.
- ( l ) Adopt and amend bylaws, consistent with law, for its internal management and control.
- ( m ) Enter into contracts or do such things as may be necessary and incidental to the administration of this Act.

**(42-1006)** The Executive Commission is authorized to employ a director and such other employees as are necessary to efficiently and effectively carry out the provisions of this Act, and as may be authorized by biennial appropriations of the General Assembly.

**(42-1007, as amended) SELECTION AND TRAINING REQUIREMENTS**

- ( a ) At the earliest practicable time, the Executive Commission shall provide, by regulation, that no person shall be appointed as a law enforcement officer, except on a temporary basis not to exceed one (1) year, unless such person has satisfactorily completed a preparatory program of police training at a school approved by the Executive Commission. A law enforcement officer who lacks the education and training qualifications required by the Executive Commission shall not have his temporary or probationary employment extended beyond one (1) year, by renewal of appointment or otherwise, unless extraordinary circumstances exist in the majority opinion of the Executive Body of the Commission whereupon the Commission may approve an extension of probation for no more than an eight (8) month period of time.

- (b) In addition to the requirements of subsection (a) of this Section and subsection (g) of Section 6, the Executive Commission by rules and regulations, shall fix other qualifications as it deems necessary.
- (c) The Executive Commission shall issue a certificate evidencing satisfaction of the requirements of subsections (a) and (b) of the Section to any applicant who presents such evidence as may be required by its rules and regulations of satisfactory completion of a program or course of instruction in this or another state conforming to the content and quality required by the Executive Commission for approved education and training.
- (d) Nothing herein shall be construed to preclude any employing agency from establishing qualifications and standards for hiring, training, compensating, or promoting law enforcement officers that exceed those set by the Commission.
- (e) Law enforcement officers already serving under full-time permanent appointment on the effective date of this Act shall not be required to meet the requirements of subsections (a) and (b) of this Section as a condition of tenure or continued employment; nor shall failure of any such law enforcement officer to fulfill such requirements make him ineligible. Law enforcement officers employed prior to the enactment of this Act may continue their employment and participate in training programs on a voluntary or assigned basis, but failure to meet standards shall not be grounds for their dismissal or termination of employment although subsequent termination of employment, voluntary or involuntary, will constitute a revocation of this exclusion status. Personnel of law enforcement agencies whose status as to coverage under the Act is questionable on the initial enforcement date of the Act, but who are subsequently determined to be subject thereto, shall have an effective date of compliance enforcement as set by the Executive Commission and personnel employed prior to such date shall be excluded from mandatory compliance therewith.

**(42-1008) POLICE TRAINING PROGRAMS—GRANTS UNDER THE SUPERVISION OF THE EXECUTIVE COMMISSION AND THE STATE.**

- (a) For the purpose of this Act, the Executive Commission may cooperate with federal, state and local law enforcement agencies in establishing and conducting instruction and training programs for law enforcement officers of this State, its counties and municipalities.
- (b) The Executive Commission shall establish and maintain police training programs through such agencies and institutions as the Executive Commission may deem appropriate to carry out the intent of this Act.
- (c) The Executive Commission shall work with each state agency and political subdivision that adheres to the selection and training standards established by the Executive Commission to provide allowable tuition, living, and training expenses incurred by the officers in attendance at approved training programs.
- (d) It is the intent of this Act that the expenses of attending the approved training programs established pursuant to paragraph (c) of this section shall be furnished by the State through the law enforcement training academy or any other manner that may be prescribed by the Executive Committee, and no cost or charge shall be made to any local political subdivision for the actual cost of the training; provided that, the State shall not be liable for the travel cost or any salary in connection with attending any training program.

**(42-1009, as amended) FAILURE TO MEET QUALIFICATIONS—EFFECT—PRIVATE CITIZEN'S ACT**

- (a) A person who does not meet the standards and qualifications set forth in this Act or any made by the Executive Commission shall not take any official action as a police officer and any action taken shall be held as invalid. Nothing in this Act or any requirement made by the Executive Commission shall prevent any action by a private citizen that is now

authorized by law. Nor shall any provision of this Act affect the deputizing of a private citizen by a law enforcement officer in a time of a disaster or emergency.

- (b) Provided however, nothing in this Act or any other law shall prohibit inspectors and code enforcement officers of cities and towns from issuing citations for the violation of municipal codes, ordinances or regulations that they are charged by their city or town with the duty of enforcing.

## SECTION OUTLINE

REGULATION NUMBER	TOPIC	PAGE
1000.	Objectives . . . . .	10
1001.	Definitions . . . . .	10-12
1002.	Minimum Standards for Employment or Appointment . . . . .	12-13
1003.	Probationary Period . . . . .	13
1004.	College Education Credits . . . . .	13
1005.	Minimum Standards for Training . . . . .	13-15
1006.	Extension of Time Limit for Course Completion . . . . .	15
1007.	Examinations . . . . .	15
1008.	Waiver for Equivalent Training-Reciprocity . . . . .	15
1009.	Personnel Action Reports . . . . .	15-16
1010.	Certification of Law Enforcement Officers . . . . .	16-17
1011.	Certification of Auxiliary Law Enforcement Officers . . . . .	17
1012.	Certification of Part-Time Officer I and Part-Time Officer II . . . . .	17-18
1013.	Certification of Specialized Police Personnel . . . . .	18
1014.	Certification of Field Training Officers . . . . .	18-19
1015.	Certification of Radar Operators & Instructors . . . . .	19
1016.	Certification of Instructors . . . . .	19-20
1017.	Certification of Schools or Courses . . . . .	20
1018.	Curriculum . . . . .	20
1019.	Training Records . . . . .	20
1020.	Code of Ethics . . . . .	20
1021.	Director . . . . .	20-21
1022.	Miscellaneous Activities of the Commission . . . . .	21
1023.	Commission Publications . . . . .	21
1024.	Right to Amend . . . . .	21



# COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING

## REGULATIONS

### 1000. OBJECTIVES

The objectives of the Commission on Law Enforcement Standards and Training are:

- (1) To encourage increasing the professional competency of law enforcement officers:
  - (a) by establishing minimum standards for employment and promotion including minimum standards of education, physical, emotional, intellectual and moral fitness, and such other matters as relate to the competence and reliability of persons seeking employment or promotion within the public law enforcement service;
  - (b) by establishing minimum standards for the training of law enforcement officers;
  - (c) by providing; sponsoring or coordinating law enforcement training courses.
- (2) To conduct or stimulate studies and research designed to improve law enforcement administration and law enforcement within the state and assist in the implementation of Commission recommendations.

### 1001. DEFINITIONS

- (1) "Commission" is the Commission on Law Enforcement Standards and Training.
- (2) "Board" is the Advisory Board on Law Enforcement Standards and Training.
- (3) "Chairman" is the chairman of the Commission.
- (4) "Advisory Chairman" is the chairman of the Advisory Board.
- (5) "Director" is the Director of the Commission.
- (6) "Political Subdivision" means any county, municipality, township or other specific local unit of general government.
- (7) "Department Head" is a chief of police, sheriff, or chief administrator of any law enforcement unit of the state or any political subdivision who is responsible for the prevention and detection of crime and the enforcement of the criminal, traffic or highway laws of this state.
- (8) "Assistant Department Head" is an officer occupying the first position(s) subordinate to a Department Head, and for which commensurate pay is authorized.
- (9) "Middle Management Positions" are those positions which are between first level supervisory positions and Assistant Department Head positions as defined in this section, and for which commensurate pay is authorized.
- (10) "First Level Supervisory Positions" are positions occupied by a law enforcement officer, deputy sheriff or other employee who in the upward chain of command directly supervises law enforcement officers as defined in this section and for which commensurate pay is authorized.
- (11) "Law Enforcement Officer" as recognized by this Commission for certification will be any appointed law enforcement officer who is responsible for the prevention and detection of crime and the enforcement of the criminal, traffic or highway laws of this State, excluding only those officers who are elected by a vote of the people. The definition does not apply to employees of organizations or state departments and other like agencies not primarily involved in law enforcement. The criteria to determine if a person is a law enforcement officer is that he or she:

- (a) is employed by a law enforcement unit; and
  - (b) serves a law enforcement function for that unit; and
  - (c) receives a salary authorized by that unit; or
  - (d) is a legally appointed auxiliary officer.
- (12) "Law Enforcement Unit" is a police force or organization of a city, county, or this State whose *primary* duty as prescribed by law or ordinance, is enforcing the criminal, traffic or highway laws of this State.
- (13) "School" is any school, college, university, academy, or local training program which offers law enforcement training or education and includes within its meaning the combination of course curriculum, instructors, and facilities.
- (14) "Course" is a grouping of classes, or series of lessons or lectures, combined to attain a particular educational or law enforcement training objective.
- (15) "Class" is a single meeting or session devoted to a specific law enforcement related subject or topic.
- (16) "School Director" or "School Coordinator" is an individual charged with the responsibility of conducting a training class, course or school under the provisions of the act. A school director or coordinator must be a qualified law enforcement officer or an official of a college or university, or Director of the State Law Enforcement Training Academy.
- (17) "High School" is a school accredited as a high school by the Arkansas Department of Education or a school accredited as a high school by the State University of the state in which the high school is located.
- (18) "The Act" refers to the Executive Commission on Law Enforcement Standards act. (Act 452 of 1975, the same being Arkansas Statute Ann. 42-1001 —42-1009 as amended.)
- (19) "Specification" is a description of a requirement supplementing a section of the Regulations.
- (20) "Educational Credits" are credits earned for studies or courses satisfactorily completed at an accredited institution.
- (21) "Accredited Institution" means any junior college, college, or university accredited by the department of education in the state said institution is located and also accredited by the appropriate regional or national accrediting association.
- (22) "Full-Time Law Enforcement Officer" is one who:
- (a) is employed by and receives a salary authorized by a law enforcement unit;
  - (b) has the statutory authority to enforce the criminal, traffic or highway laws of this State;
  - (c) works 40 or more hours per week.
- (23) "Part-Time Law Enforcement Officer I" is one who:
- (a) is employed by and receives a salary authorized by a law enforcement unit;
  - (b) has the statutory authority to enforce the criminal, traffic or highway laws of this State;
  - (c) works 20 or more hours but less than 40 hours per week.

- (24) "Part-Time Law Enforcement Officer II" is one who:
- (a) is employed by and receives a salary authorized by a law enforcement unit;
  - (b) has the statutory authority to enforce the criminal, traffic or highway laws of this State;
  - (c) works *less* than 20 hours per week.
- (25) "Auxiliary Law Enforcement Officer" is any reserve, volunteer, posse, mounted patrol member or other groups or terms in common usage and refers to persons appointed and who receive *no* salary or wages for the performance of any assigned duty.
- (26) "Police Traffic Radar Operator" is any Full-Time or Part-Time I law enforcement officer or any other person who is employed by a law enforcement unit and has satisfactorily completed the Commission approved Police Traffic Radar Operator Course.
- (27) "Specialized Police Personnel" are those Full-Time or Part-Time officers authorized by statute or employed by a law enforcement unit whose duty as prescribed by law or ordinance is enforcing the criminal, traffic or highway laws of this State and their authority is limited to the facility or area in which they work.

1002. **MINIMUM STANDARDS FOR EMPLOYMENT OR APPOINTMENT**

- (1) Verification of minimum employment standards must be contained in the permanent personnel file which is maintained by the employing department.
- (2) Every officer employed by a law enforcement unit shall:
  - (a) Be a citizen of the United States. (See Specification S-1)
  - (b) Be at least 21 years of age. (See Specification S-1)
  - (c) Be fingerprinted and a search made of state and national fingerprint files to disclose any criminal record. Procedure is prescribed in Specification S-2, Fingerprint Record Check.
  - (d) Be free of felony record and this will be evidenced by not having entered a plea of guilty or having been convicted, pardoned or otherwise relieved by a state or the Federal Government of a crime, the punishment for which could have been imprisonment in a federal penitentiary or a state prison. (See Specification S-2)
  - (e) Be of good character as determined by a thorough background investigation as prescribed in Specification S-3, The Background Investigation.
  - (f) Be a high school graduate or have passed the General Education Development (GED) Test indicating high school graduation level. The governing body of a law enforcement unit (state, county, city or town) may waive high school graduation and accept the GED equivalency in lieu of the high school education. (See Specification S-4)
  - (g) Be examined by a licensed physician and meet the physical requirements prescribed in Specification S-5, Physical Examination.
  - (h) Be interviewed personally prior to employment by the department head or his representative, or representatives, to determine such things as the applicant's motivation, appearance, demeanor, attitude and ability to communicate. Commission Form F-11, Qualifications Appraisal Guide, or other appropriate form may be used to record the interview. (See Specification S-6)
  - (i) Be examined by a licensed psychiatrist or licensed psychologist, who, after examination, makes recommendations to the employing agency. (See Specification S-7)
  - (j) Possess a valid driver's license.

- (3) It is emphasized that these are minimum standards for employment or appointment. Higher standards are recommended whenever the availability of qualified applicants meets the demand.
- (4) The minimum standards for employment or appointment must be completed before employment eligibility is established. Employment eligibility should depend upon the results and recommendations received by the investigator and examiners.

**1003. PROBATIONARY PERIOD**

- (1) Every officer employed or appointed below the level of department head shall satisfactorily complete a probationary period of not less than twelve (12) months with the employing department.
- (2) A department head is not required to serve a probationary period.
- (3) Every officer who is promoted or appointed as an assistant department head, middle management or supervisory position shall satisfactorily complete a probationary period of not less than six (6) months.
- (4) No law enforcement officer who lacks the training qualification required by the Commission may have his temporary or probationary employment extended beyond one year by renewal of appointment or otherwise, unless extraordinary circumstances exist in the majority opinion of the Commission whereupon the Commission may approve an extension of probation for no more than an eight (8) month period of time.

**1004. COLLEGE EDUCATION CREDITS**

- (1) Credit for college education will not be accepted in lieu of the Basic Police Training Course described in Section 1005 (1) of these regulations.
- (2) College credits may be combined with experience and training in determining eligibility for law enforcement officer certification as prescribed in Specification S-15, Certification of Law Enforcement Officers.

**1005. MINIMUM STANDARDS FOR TRAINING**

**(1) Basic Police Training Course**

- (a) Each full-time law enforcement officer must satisfactorily complete the Basic Police Training Course as prescribed in Specification S-9, within twelve (12) months from the date of his appointment.

The Commission may, where extraordinary circumstances exist in the majority opinion of the Executive Body, extend the twelve (12) month requirement for any period of time up to, but not exceeding eight (8) months for an absolute maximum period of twenty (20) months. (See Regulation 1008 for exceptions). All requests for extensions must be submitted to and received by the Commission prior to the end of the twelve (12) month probation period.

- (b) Part-Time I law enforcement officers who are employed and working 20 or more hours per week, but less than 40 hours per week, must meet the minimum training requirements for full-time law enforcement officers. (See Specification S-9)
- (c) Part-Time II law enforcement officers who are employed and working less than 20 hours per week and auxiliary law enforcement officers will be required to satisfactorily complete not less than 100 hours of Commission approved law enforcement training including a firearms qualification course equivalent to the firearms qualification requirements for a full-time law enforcement officer.

- (d) Any full-time or part-time law enforcement officer who fails to satisfactorily complete the training requirements within twelve (12) months or with a Commission approved extension of eight (8) months will not be eligible for training nor certification for twenty-four (24) months following the date of failure of the training course or the date of expiration of the probationary period.
- (e) If an officer fails to satisfactorily complete the required training in a total of twenty (20) months from the original date of employment or appointment, he shall not be eligible to be retained as a law enforcement officer in this State.
- (f) Reappointment or reemployment as a law enforcement officer will be considered only after the person has been separated from law enforcement for at least twenty-four (24) months. Upon reappointment or reemployment an officer would be eligible to begin a new twelve (12) month probationary period.
- (g) Should the officer fail to meet the minimum training requirement for a second time, he or she will not be eligible for certification as a full-time, part-time, auxiliary or in any other law enforcement officer position.

**(2) Supervisory Course**

- (a) It is recommended that all officers promoted, appointed or transferred to a first level supervisory position should satisfactorily complete the prescribed Supervisory Course as prescribed in Specification S-10, within twelve (12) months after his initial promotion, appointment or transfer to such position.
- (b) Officers must have satisfactorily completed the Basic Police Training Course prior to enrollment in the Supervisory Course.

**(3) Middle Management Course**

- (a) The Middle Management Course shall be optional and voluntary. Specification S-11 describes the Middle Management Course.
- (b) The Commission recommends that each officer promoted, appointed or transferred to a middle management position should satisfactorily complete the prescribed Middle Management Course within twelve (12) months after his initial promotion, appointment, or transfer to such position.
- (c) Officers must have satisfactorily completed a Police Supervision Course before enrollment in the Middle Management Course.

**(4) Executive Course**

- (a) Executive Courses shall be optional and voluntary for Department Heads. Specification S-12 describes the Executive Courses.
- (b) As a condition of course certification by the Commission, enrollment and attendance shall be restricted to Department Heads, Assistant Department Heads and Division Heads unless special approval to attend is granted by the Commission. Officers who are not Department Heads should have successfully completed the recommended Middle Management Course prior to enrollment in an Executive Course.

**(5) Law Enforcement Officer Refresher Course**

- (a) The Refresher Course will be required for all full-time law enforcement officers who are new employees and completed their training in another state and for those Arkansas law enforcement officers who have been separated from law enforcement for a period of time that, in the opinion of the Commission, the officer would benefit from the training. (See Specification S-13)

(b) Any full-time officer not required to attend the Refresher Course may voluntarily apply and if accepted, receive the training.

**(6) Specialized Courses**

(a) Specialized Courses shall be optional and voluntary courses.

(b) Specification S-14 describes the Specialized Courses.

**1006. EXTENSION OF TIME LIMIT FOR COURSE COMPLETION**

The Commission may grant an extension of time limit for completion of any course required by Section 1005 of the Regulations upon presentation of evidence by a department that an officer was unable to complete the required course within the time limit prescribed due to illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction. This does not apply to the Basic Police Training Course as prescribed in Arkansas Statute Ann. 42-1007 (a).

**1007. EXAMINATIONS**

Written examinations are recommended and may be required of each trainee in each course certified by the Commission.

**1008. WAIVER FOR EQUIVALENT TRAINING—RECIPROCITY**

(1) The Commission may waive the completion of any course required by Section 1005 of the Regulations upon presentation of documentary evidence by a department that an officer has satisfactorily completed equivalent training.

(2) Training received in a state with laws governing or regulating law enforcement training must, if subject to such review, have been approved or certified in the state in which the training was received.

(3) The Commission may elect to prescribe as a condition of certification the satisfactory completion of the Law Enforcement Officer Refresher Course or other supplementary or remedial training necessary to equate previous training with current standards.

(4) The Commission is authorized to enter into standing reciprocity compacts or agreements with those states which by law regulate and supervise the quality of law enforcement training and which require a minimum number of hours of classroom training in the basic or recruit course equivalent to standards established by the Commission.

(5) For certification purposes, those full-time law enforcement officers who have not met the minimum classroom hours of training, but have accumulated at least 50% of the required hours may, at the discretion of the Commission, receive ten (10) classroom hours of credit for each year of full-time law enforcement experience.

Those who qualify for this equivalent training waiver will be required to satisfactorily complete the Law Enforcement Officer Refresher Course.

Should the officer fail to satisfactorily complete the Refresher Course, he or she will be required to attend the Basic Police Training Course at a Commission approved training facility.

**1009. PERSONNEL ACTION REPORTS**

(1) All law enforcement units shall furnish to the Commission a completed Initial Employment Report, Form F-1, within ten (10) days after employment or appointment.

(2) When an officer is promoted or demoted, it shall be reported to the Commission on the Personnel Change-in-Status Report, Form F-4, within ten (10) days of the action.

- (3) When an officer from a department retires, resigns, is discharged, terminates employment from a position or changes name, the department shall forward to the Commission within ten (10) days appropriate information on the Commission Personnel Change-in-Status Report, Form F-4. Following termination for any reason, a department head shall, within ten (10) days, notify the certified law enforcement officer that the certification automatically expires if the officer is out of law enforcement for more than 180 days. Commission Form F-4a is provided for this purpose.
- (4) When an officer changes his or her employment status, an F-4 shall be submitted terminating that employment.

An F-1 shall be submitted within ten (10) days following employment or change from one classification to another. Example: Change from part-time to full-time status;

- (a) Submit completed F-4 giving effective date of termination as a part-time officer.
- (b) Submit completed F-1 giving effective date of new employment as a full-time officer.

#### 1010. **CERTIFICATION OF LAW ENFORCEMENT OFFICERS**

- (1) Certificates may be issued by the Commission for the purpose of raising the level of competence of law enforcement, to recognize completion of training and education and to foster cooperation among the Commission, agencies, groups, organizations, jurisdictions and individuals.
- (2) Certificates remain the property of the Commission and the Commission shall have the power to revoke or recall any certificate as provided in the Act.

- (a) The Commission may revoke the certification of any law enforcement officer after written notice and hearing, based upon a finding that the officer falsified any information required to obtain certification or has been discharged from employment as a law enforcement officer for conduct or involvement in any act which is prohibited by law.
- (b) The Commission shall notify in writing any certified individual when the Commission believes there is a reasonable basis for revoking certification of the individual. The notice shall specify the basis of the revocation under this Act.

If the individual requests a hearing within ten (10) days after the date of the notice, a hearing shall be held within thirty (30) days after the date of the request.

The individual shall be notified within ten (10) days after the date of the request the time and place set for the hearing.

The hearing shall be confined to the basis stated in the notice. The individual is entitled to be present at the hearing, to examine witnesses and to be assisted by counsel.

Within twenty (20) days after the date of completion of the hearing, the Commission shall give the individual written notice of its findings. If it finds grounds for revocation of the certification, it shall enter its order stating what the grounds are and revoking certification. If it finds that inadequate or no grounds exist, it shall dismiss the proceedings.

- (c) Should any portion of this procedure ever be in conflict with any provision of the State Administrative Procedures Act, the State Administrative Procedures Act will be followed in every case.

(d) Should an officer lose certification as a direct result of the employing agency's failure to take any other action required by the Commission, the officer may within ten (10) days after notification that certification has expired, request a hearing before the Commission. If the Commission finds that the loss of certification is through no fault of the officer, but is the result of the employing agency's failure to comply, the Commission may at its discretion extend the period of time set out in Regulation 1003 (4) by sixty (60) days from the date of the hearing.

During the sixty (60) day extension period, the officer will be scheduled for the required training course.

(e) The certification of any law enforcement officer shall expire if the officer does not serve as a law enforcement officer for six (6) consecutive months or 180 days.

(3) Basic, General, Intermediate, Advanced and Senior Certificates are established for the purpose of fostering professionalization, education, and experience necessary to adequately perform the duties of the law enforcement service. Requirements for the Basic, General, Intermediate, Advanced and Senior certificates are prescribed in Specification S-15, Certification of Law Enforcement Officers.

(4) Part-Time Law Enforcement Officer I, Part-Time Law Enforcement Officer II, Specialized Police Personnel and Auxiliary Law Enforcement Officer certificates are established for the purpose of recognizing those officers in these classifications who have met the required minimum selection and training standards as provided for in this manual. (See Specification S-15 and S-20)

(5) When determination of "eligibility for certification" of officers elected by a vote of the people as defined by Act 452 of 1975 becomes necessary for establishing qualifications to apply for, file for, or hold certain positions or elective office as required by law, procedures described in Specification S-15/5 shall apply.

(6) When requested by the school director/coordinator, certificates of attendance will be issued by the Commission to those completing certified courses with 20 or more hours of classroom instruction; however, school directors/coordinators are encouraged to issue certificates developed by course sponsors. Form F-6 may also be used in lieu of a certificate.

#### 1011. **CERTIFICATION OF AUXILIARY LAW ENFORCEMENT OFFICERS**

(See Specification S-15/13)

(1) Act 757 of 1983 establishes statutory guidelines for the appointment, authority and supervisory control of auxiliary law enforcement officers.

(2) Any person appointed after March 24, 1983 will be required to meet the minimum standards for employment of appointment as outlined in Regulation 1002 (2).

(3) It shall be the responsibility of the appointing law enforcement agency to provide or have provided not less than 100 hours of Commission approved law enforcement training which shall include a firearms qualification course equivalent to the firearms qualification requirements for a full-time law enforcement officer.

(4) Every auxiliary law enforcement officer shall satisfactorily complete a probationary period of not less than twelve (12) months.

#### 1012. **PART-TIME LAW ENFORCEMENT OFFICERS**

(See Specification S-15/11-12)

(1) Part-time law enforcement officers are divided into two (2) separate classifications for both certification and training purposes: Part-Time Law Enforcement Officer I and II.



(2) **Part-Time Officer I** is any officer who is:

- (a) employed by a law enforcement unit;
- (b) authorized by law to enforce the criminal, traffic or highway laws of this state;
- (c) authorized salary or wages by the law enforcement unit;
- (d) authorized to work for 20 or more hours per week but less than 40 hours per week.

**Selection and Training**—A Part-Time Officer I is required to satisfactorily complete the minimum standards for employment or appointment as outlined in Regulation 1002 (2) and have satisfactorily completed the Basic Police Training Course as outlined in Regulation 1005 (1).

(3) **Part-Time Officer II** is any officer who is:

- (a) employed by a law enforcement unit;
- (b) authorized by law to enforce the criminal, traffic, or highway laws of this state;
- (c) authorized salary or wages by the law enforcement unit;
- (d) authorized to work less than 20 hours per week.

**Selection and Training**—A Part-Time Officer II is required to satisfactorily complete the minimum standards for employment or appointment as authorized in Regulation 1002 (2) and have satisfactorily completed not less than 100 hours of Commission approved training which will include a firearms qualification equivalent to the firearms qualification course for full-time law enforcement officers.

(4) **Certification of Part-Time Law Enforcement Officers**

An officer who has met the minimum standards for employment or appointment, completed the minimum training requirements and completed a twelve (12) month probation period with their present department may be eligible for certification by applying to the Commission on Form F-7.

1013. **CERTIFICATION OF SPECIALIZED POLICE PERSONNEL**

(See Specification S-20)

- (1) Specialized Police Personnel are identified in Act 452 of 1975, later codified to Arkansas Statute Ann. 42-1005 (c).
- (2) These officers may be either full-time or part-time officers whose duties are limited or restricted to the facility or area in which they work, and may include the enforcement of agency rules and regulations for which the penalty could be a fine or imprisonment.
- (3) The Commission shall approve all training courses and certification provided for Specialized Police Personnel.
- (4) Certificates may be issued to all Specialized Police Personnel who have:
  - (a) met the minimum employment or appointment requirements outlined in Regulation 1002 (2);
  - (b) satisfactorily completed the minimum standards for training as approved by the Commission; and
  - (c) completed a twelve (12) month probationary period as outlined in Regulation 1003.

1014. **CERTIFICATION OF FIELD TRAINING OFFICERS**

- (1) The Commission shall certify law enforcement officers deemed qualified to be field training officers for the purpose of training recruits. Certification will be in accordance with Specification S-19.

- (2) Field Training Officers will be certified on the basis of minimum qualifications in the area of education, training, experience, and the ability to express knowledge and experiences to the recruit. It shall be the responsibility of the department head to see that the Field Training Officers are supervised on a regular basis to insure a quality training experience is maintained.
- (3) Field Training Officer certification may be revoked whenever a field training officer is deemed by the agency administrator or by the Commission as unqualified to continue training. Such review may be initiated by the Commission in the absence of external requests or complaints.

1015. **POLICE TRAFFIC RADAR OPERATORS AND INSTRUCTORS**

(See Specification S-17)

- (1) Act 672 of 1983 established minimum training and certification standards for Police Traffic Radar Operators and Instructors.

(2) **Operator**

Only full-time law enforcement officers and Part-Time I officers working 20 or more hours per week shall be eligible for certification as a Police Traffic Radar Operator.

(3) **Instructor**

Any full-time certified law enforcement officer or any person employed by a law enforcement unit or Commission approved training facility who has satisfactorily completed a Police Traffic Radar Course and the Instructor Development Course shall be eligible for certification as a Police Traffic Radar Instructor.

- (4) Both operators and instructors shall successfully complete an Arkansas Commission approved Radar Training Course.

- (5) Certification will be valid for three <sup>5</sup>~~(3)~~ years and must be renewed prior to expiration date. Renewal of a certificate will require the officer to satisfactorily complete an eight (8) hour refresher course anytime within the third year of certification.

- (6) A Police Traffic Radar Operator or Instructor who does not meet the standards and qualifications set forth in the act shall not take any official action as a police traffic radar operator or instructor and any action taken shall be held as invalid.

- (7) All certificates and ID cards remain the property of the Commission and the Commission shall have the power to recall or revoke any certificate issued. Any recall action will comply with the State Administrative Procedures Act.

1016. **CERTIFICATION OF INSTRUCTORS**

- (1) The Commission shall certify instructors deemed qualified to teach in one or more of the prescribed training courses. Certification will be in accordance with Specification S-16, Certification of Instructors.

- (2) **Certification**—Instructors will be certified on a basis of minimum qualifications in the areas of education, training and experience. Such certification can never be expected to insure good instruction; and it shall be the responsibility of the school directors/ coordinators to see that instructors are assigned only topics which they are qualified to teach and are supervised on a regular basis to insure that instructional excellence is maintained.

- (3) **Firearms Instructor Certification**—Firearms Instructor Certificates will be issued only to those persons who have satisfactorily completed a Commission approved Firearms Instructor Course and demonstrated instructional and range proficiency.

- (4) **Revocation of Instructor Certificate**—Instructor certification may be revoked whenever an instructor is deemed by the Commission unqualified to continue teaching.

1017. **CERTIFICATION OF SCHOOLS OR COURSES**

- (1) The Commission may certify those schools deemed adequate to effectively teach one or more approved law enforcement or police science courses.
- (2) The Commission may certify those courses deemed adequate to effectively teach one or more law enforcement or police science subjects.
- (3) School or course certification shall be issued as prescribed in Specification S-18, Certification of Schools or Courses.
- (4) Certification may be revoked by action of the Commission whenever a school or course is deemed inadequate. The school or course may be recertified by the Commission when the deficiencies have been corrected.

1018. **CURRICULUM**

- (1) The Commission shall approve the curriculum for all law enforcement courses prescribing the subject areas, classes and hours of instruction per class.
- (2) The Commission may make or approve requested changes of curriculum when such a change is compatible with the public interest.

1019. **TRAINING RECORDS**

Upon receipt by the Commission of an Initial Employment Report, Form F-1, properly identifying an individual officer, the Commission will maintain a file for that officer and record *certified* training completed, as well as other personnel information, if properly documented. It must be emphasized, however, that each officer should maintain his own training and education record, documented by transcripts, certificates, diplomas, letters, or notices of course completion. (See Forms F-6, F-10, and F-18)

1020. **CODE OF ETHICS**

The Law Enforcement Code of Ethics is located in Specification S-21 and shall be subscribed to by each certified law enforcement officer. Violation of any portion of the Code of Ethics may, upon Commission direction, result in withdrawal of law enforcement certification.

1021. **DIRECTOR**

(1) **General**

- (a) The Director shall be a person qualified for the position, appointed by the Governor pursuant to the provisions of Act 452 of 1975 and Act 45 of 1981.

(2) **Duties**

- (a) He shall perform his duties under the direction of the Commission and its committees, and he or his designee shall serve as Secretary to the Commission and its committees.
- (b) He shall be responsible to the Commission for conducting the Commission's daily activities, its office facilities and general administrative tasks.

(3) **Authority**

- (a) He shall have authority over, and responsibility for all employees of the Commission.

- (b) As the authorized representative of the Commission and subject to its ratification, he is empowered to delegate to the Deputy Director of Standards his authority to:
- (1) Certify training schools administered by the state, county and municipalities located within this State.
  - (2) Certify training courses within the State.
  - (3) Revoke prior certification of a course, school or an instructor which fails to meet the required standards for certification. This action is subject to ratification by the Commission.
  - (4) Certify for the Commission individual law enforcement officers pursuant to Arkansas Statute Ann. 42-1007 (e).

1022. **MISCELLANEOUS ACTIVITIES OF THE COMMISSION**

- (1) The Commission may make or encourage studies of any aspect of law enforcement administration, including the stimulation of research by public and private agencies which shall be designed to improve law enforcement administration and law enforcement.
- (2) The Commission may cooperate and consult with counties, municipalities, agencies of this State, other governmental agencies, and with universities, colleges, community colleges, vocational technical schools and other institutions concerning the development of law enforcement training schools and programs or courses of instruction.
- (3) The Commission may cooperate and consult with official bodies or individuals charged by law with the responsibility for law enforcement selection and training standards in other states.
- (4) The Commission may periodically publish or recommend that other governmental agencies publish curricula, manuals, lesson plans, brochures, newsletters and other materials to aid departments in achieving the objectives of the Act.
- (5) The Commission may direct, operate or sponsor training schools and set reasonable rules and regulations for the operation and use by trainees.

1023. **COMMISSION PUBLICATIONS**

The Commission may from time to time publish guidelines, information bulletins, and specifications establishing and disseminating procedures and policies dealing with the implementation of the Act and all such publications shall be considered as comprising Commission regulations, if so designated.

1024. **RIGHT TO AMEND**

The Commission reserves the right to amend by deletion or addition to these rules and regulations at such times as deemed appropriate, pursuant to Act 452 of 1975, the same being Arkansas Statute Ann. 42-1001-42-1009.

## SECTION OUTLINE

SPECIFICATION NUMBER	TOPIC	PAGE
*S-1	Citizenship and Age Verification .....	23
*S-2	Fingerprint Record Check .....	24
*S-3	The Background Investigation .....	25-26
*S-4	High School Education .....	27
*S-5	Physical Examination .....	28
*S-6	Personal Interview .....	29-30
*S-7	Psychological Examination .....	31-32
*S-8	College Education Credits .....	33
*S-9	The Basic Police Training Course .....	34
S-10	The Supervisory Course .....	35-36
S-11	The Middle Management Course .....	37-38
S-12	The Executive Course .....	39-40
S-13	The Refresher Course .....	41
S-14	The Specialized Courses .....	42
S-15	Certification of Law Enforcement Officers .....	43-47
S-16	Certification of Instructors .....	48-49
S-17	Certification of Police Traffic Radar Operators and Instructors .....	50
S-18	Certification of Schools or Courses .....	51-52
S-19	Certification of Field Training Officers .....	53-54
S-20	Certification of Specialized Police Personnel .....	55
S-21	The Law Enforcement Code of Ethics .....	56

\*Documentation or verification of compliance with these requirements and specifications are required to be maintained in the officer's permanent personnel file at the employing agency.

**TITLE: CITIZENSHIP AND AGE VERIFICATION**

This requirement supplements Section 1002 (2) (a) and (b) of the Regulations. Verification of U.S. citizenship and age of an applicant is required.

**REQUIREMENT**

Every officer employed by a law enforcement unit shall be a citizen of the United States of America and shall be at least 21 years of age.

**PROCEDURES**

1. Verification of place and date of birth may be established by any of the following means:
  - (a) Birth Certificate
  - (b) Family Bible Records
  - (c) Religious Documents (Certificates of baptism, birth, etc.)
  - (d) Copy of Department of Defense notice of separation (DD-214)
  - (e) Local voter registration records
  - (f) Naturalization or other citizenship records
  - (g) Any other official documents approved by the Commission.
2. Copies of the documents used for verification will be placed in the applicant's permanent personnel file which is maintained at the employing department level and upon request will be available for review by representatives of this Commission at any reasonable time.

**TITLE: FINGERPRINT RECORD CHECK**

This requirement supplements Section 1002 (2) (c) and (d) of the Regulations. The fingerprint record check is conducted to implement the minimum employment or appointment standard that prohibits the employment of applicants who have pled guilty or been convicted of crimes, the punishment for which could have been imprisonment in a federal penitentiary or state prison.

**REQUIREMENTS**

1. Applicant's fingerprints must be on file with the Arkansas State Police, Little Rock, Arkansas. (Use FBI Applicant Card FD-258).
2. A search of state and national fingerprint files to disclose any criminal record.
3. Any applicant who has entered a plea of guilty or has been convicted by any state or by the Federal Government of a crime, the punishment for which could have been imprisonment in a federal penitentiary or a state prison will not be eligible for certification.
4. Retention on a permanent basis by the employing unit will depend upon the satisfactory results of the fingerprint record check on all law enforcement officers employed under the Act.

**PROCEDURES**

1. Each candidate for employment is fingerprinted on the standard applicant fingerprint form (FBI Card FD-258), which is to be forwarded to the Arkansas State Police, Little Rock, Arkansas. State files will be checked and the card forwarded to the FBI in Washington, D.C.
2. Applicants with criminal records as defined in Requirement 3 of this Specification will be rejected. Applicants with criminal records other than felony offenses will be evaluated and a final decision reached by the department concerned.
3. The original copies of all fingerprint record checks and results will be placed in the applicant's permanent personnel file and will be available for examination at any reasonable time by representatives of the Commission. Record checks will be maintained regardless of the results of such inquiry.
4. Examination by the Commission shall be expressly for the purpose of verifying agency compliance to the Regulations.
5. **Falsification of Fingerprint and Criminal History Records**  
Any department head who certifies to the Commission that an applicant's fingerprints have been taken and submitted as required, when they have not, shall be in violation of Ark. Statute Ann. 41-2603 and punishable under Ark. Statute 41-901 and 41-110. False swearing is a Class A misdemeanor.

**TITLE: THE BACKGROUND INVESTIGATION**

In compliance with Section 1002 (2) (e) of the Regulations, a background investigation must be conducted for each applicant employed as a law enforcement officer under the Act. The purpose of the background investigation is to find character traits which might prevent the applicant from becoming a successful law enforcement officer.

**REQUIREMENTS**

1. A background investigation must be conducted on each applicant to determine character traits and habits indicative of moral character.
2. Only applicants of good character should be employed.
3. Retention on a permanent basis by the employing unit will depend on the satisfactory results of the background investigation on all law enforcement officers employed under the Act.

**PROCEDURES**

1. The applicant will complete a detailed personal history statement on which the investigation will be based.
2. If no other department forms are available, the Form F-3, *Personal History Statement*, with appropriate instruction sheet may be utilized for the personal history statement. (NOTE: Form F-3 *IS NOT AN APPLICANT FORM*. It should be used only in the final stages of applicant evaluation.)
3. The background investigation should be conducted by an experienced investigator.
4. All results of the personal history investigation will be considered confidential and processed accordingly.
5. If the applicant lives, or has lived, in a distant community, a letter should be sent to the local law enforcement agency requesting that an investigation be conducted in that locality and a copy of the results placed in the personnel file.
6. Some suggested questions to be answered during the investigation are, does the applicant:
  - (a) ever display temper?
  - (b) drink to excess?
  - (c) lose control when confronted by danger, crisis or stressful situations?
  - (d) have any evidence or indication of emotional instability or other mental problems?
  - (e) appear to be well adjusted and will the applicant make a good law enforcement officer?
  - (f) demonstrate high ethics and morals?
  - (g) appear to be intolerant or highly prejudiced against other races or religions or political causes?
  - (h) appear to be honest and trustworthy?
  - (i) demonstrate reasonable loyalty to his former employers?
  - (j) complain of chronic illness or physical disability?
  - (k) have a good past work record indicating dependability and punctuality?
  - (l) have a complete list of all former employers?



## SPECIFICATION S-3 (Cont'd)

7. What are the applicant's reasons for seeking a law enforcement officer position?
8. Names of the spouse and close relatives should be checked through appropriate files to determine whether they have criminal records, are in prison, or are in any status or position which might adversely affect the applicant's obligations as a law enforcement officer.
9. The investigation should include a check of as many of the following sources as possible.
  - ( a ) Military records
  - ( b ) Documents, including driver's license, high school diploma or other suitable record of graduation
  - ( c ) Birth or naturalization records to determine age and citizenship
  - ( d ) All local law enforcement files
  - ( e ) Police files in cities where the applicant has lived or worked
  - ( f ) State criminal records
  - ( g ) FBI records
  - ( h ) State department granting driver's license and statewide traffic offenses
  - ( i ) Previous employers
  - ( j ) All schools attended
  - ( k ) Present and past neighbors and landlords
  - ( l ) Fraternal and social organizations
  - ( m ) Credit records
  - ( n ) Obtain a signed release of medical information
  - ( o ) Any other source of information which previous contacts show to be important
10. The final step in the background investigation will be an interview with the applicant's present employer following permission from the applicant.
11. The results of the background investigation shall ultimately be evaluated by the department head and/or the hiring authority to determine whether the applicant is suitable for employment. *All doubts in personnel suitability matters shall be resolved in favor of the department.*
12. Background investigation results will be placed in permanent files by the employing department and must be available for review at any reasonable time by representatives of the Commission.

## **SPECIFICATION S-4**

**S-4**

### **TITLE: HIGH SCHOOL GRADUATION**

This Specification supplements Section 1002 (2) (f) of the Regulations which require high school graduation or the equivalent as a minimum standard for employment or appointment.

### **REQUIREMENTS**

1. Applicants for the position of a law enforcement officer must be high school graduates or have passed the General Education Development Test approved by the Arkansas Department of Education. (See Paragraph 3, Right of Waiver)

### **PROCEDURES**

1. Applicants for the position of law enforcement officer under the Act will be required to furnish documentary evidence of *one* of the following:
  - (a) Graduation from a high school.
  - (b) Successful completion of the General Development Test.
    - (1) Applicants may be required to obtain an Arkansas certificate at the discretion of the Commission.
  - (c) Enrollment and attendance at an accredited college or university.
2. Documentary evidence of the above shall consist of official transcripts, diplomas, or G.E.D. test report forms. In unusual circumstances the Commission may be requested to accept other documentations, and in such cases the decision of the Commission shall be final.
3. The governing body of a law enforcement unit (state, county, city or town) may waive high school graduation and accept the General Education Development (GED) equivalency in lieu of the high school education.
4. After review by the hiring authority, the documentation of high school graduation or its equivalency will be placed in permanent files of the employing department and must be available for examination at any reasonable time by representatives of the Commission.

**TITLE: PHYSICAL EXAMINATION**

This requirement supplements Section 1002 (2) (g) of the Regulations. It is in keeping with the concept that in order to render proper service to the community, a law enforcement officer must be physically sound and free from any defect which might adversely affect the performance of duty. The officer's personal safety and the safety and lives of others will be endangered if these important physical qualifications are not met.

**REQUIREMENTS**

1. Medical examination administered by a licensed physician.
2. A medical history statement, Form F-2/a will be supplied by each applicant to the examining physician. The medical history will include information on past and present diseases, injuries and operations. Commission Form F-2, Report of Medical History, should be utilized.
3. **Vision**—Applicant must possess normal color discrimination, normal depth perception and peripheral vision of at least 75 degrees in each eye.  
  
Must possess uncorrected visual acuity of 20/100 or better in each eye, correctable to 20/20 in each eye, both at 16 inches and 20 feet.  
  
Must have no active internal or external eye pathology. Should any eye pathology be found, the applicant must be referred to an appropriate practitioner.  
  
There must be no apparent eye deviation.
4. **Hearing**—Applicant must possess normal hearing in each ear. Hearing is considered normal when:
  - (a) Tested by an audiometer
  - (b) The pure tone average is 25 db or better at 500, 1,000 and 2,000 hz.
5. Retention on a permanent basis by the employing unit will depend on the satisfactory results of the physical examination of all law enforcement officers employed under the Act.
6. The physician's report after examination must conclude and clearly state that, in his opinion, the applicant has the ability to physically perform the duties of a law enforcement officer in the State of Arkansas.

**PROCEDURES**

1. Completion of the Medical History questionnaire by the applicant. (Form F-2a)
2. The physical examination will be conducted by a licensed physician after review of the applicant's Medical History questionnaire.
3. The physician shall record his findings and shall note for evaluation by the hiring authority, any past or present physical defects, diseases, injuries, operations or conditions of an abnormal or unusual nature. (Form F-2 should be used)
4. The examining physician should carefully consider the response to question 23 of the Medical Examination Report.  
  
A Department Head should consider the form incomplete until question 23 is completed by the examining physician.

**TITLE: PERSONAL INTERVIEW**

This Specification supplements Section 1002 (2) (h) of the Regulations. The personal interview is for the purpose of providing the applicant with the opportunity to discuss his goals and objectives with top management personnel within the department.

It also provides the department head or his staff the opportunity to observe an applicant to determine such things as the applicant's ability to communicate effectively and to observe his or her appearance, demeanor and attitude.

**REQUIREMENTS**—An applicant will be personally interviewed prior to employment by the department head or his representative.

**PROCEDURES**

1. Verification of the personal interview may be indicated in the space provided on the back side of the Initial Employment Report, Form F-1, 32(h).
2. For your convenience, the Qualifications Appraisal Guide, Form F-11, is provided for your use. It is not intended to replace any form used locally. It is offered only for those agencies who do not have such a document.
3. The interview should consist of, but not limited to, developing information in the following areas:
  - (a) **Appearance, Manner and Bearing**
    - (1) Will the applicant's appearance, manner or bearing help or hinder in the job?
    - (2) Will the applicant be impressive when speaking or talking to the public or in court?
    - (3) Does applicant appear to have the necessary motivation and incentive to serve as a law enforcement officer?
  - (b) **Ability to Present Ideas**
    - (1) Will his or her ability to express themselves be adequate for this job?
    - (2) Is the applicant logical, convincing or persuasive?
  - (c) **Social Adaptability**
    - (1) Is he or she at ease, friendly and confident?
    - (2) Will applicant have the tact and adaptability necessary to deal with public offenses, irate citizens, co-workers, etc., under difficult conditions?
    - (3) Would he or she tend to be submissive, overbearing or impatient?
  - (d) **Alertness**
    - (1) Does he or she grasp ideas quickly or does the applicant appear to be slow to understand?
    - (2) Do his or her responses indicate they would be quick to understand the problems of the job or would he or she understand only the more obvious points?
  - (e) **Judgment**
    - (1) Does applicant consider all facts before reaching a decision?
    - (2) Will he or she know when to act and when to get more information before taking law enforcement action?

## **SPECIFICATION S-6 (Cont'd)**

- (3) Does applicant know when a situation justifies departure from agency policy and when it doesn't?
- (4) Would you trust his judgment?

### **(f) Adequacy of Background**

- (1) Will the applicant's background be suitable for the duties of a law enforcement officer?
- (2) Has the applicant previously met all selection requirements?
- (3) Has he or she met your minimum training requirements for the position?
- (4) Is the applicant eligible for certification as a law enforcement officer in this State?

### **(g) Overall Evaluation**

- (1) After comparing the applicant with the above factors and other qualifications, would you select him/her for employment as a law enforcement officer in your department?
- (2) To what extent does he or she meet your selection criteria?
- (3) Personal interview verification shall be placed in the permanent files by the employing department and must be available for examination at any reasonable time by representatives of the Commission.

**TITLE: PSYCHOLOGICAL EXAMINATION REPORT**

Section 1002 (2) (i) of the Regulations requires that applicants be examined for emotional stability by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas. The emotional stability to withstand the pressures of modern law enforcement work is an essential qualification for applicants for law enforcement service and although psychological tests and interviews have recognized limitations, many personality defects can and are identified through screening by trained professionals.

**REQUIREMENTS**

1. All applicants will be examined to determine emotional stability.
2. No person will be eligible for certification if they have any condition listed in the Diagnostic and Statistical Manual III (DSM III) of the American Psychiatric Association which would limit the police officer's ability to cope with the stress of modern day police work such as:
  - (a) Any organic mental disorder or organic brain syndrome that currently results in impairment in memory, cognitive functions, judgment and personality.
  - (b) Any substance use such as alcohol, barbiturate, opium, cocaine, amphetamine, hallucinogenic and cannabis which impairs social or occupational functioning due to an inability to control use or stop taking the substance and the development of serious withdrawal symptoms after cessation or reduction in substance use. Previous substance use must be in remission for three (3) years.
  - (c) Any psychotic reaction showing disturbance in content of thought involving delusions, fragmented thoughts, distortions of reality, breakdown of ego defenses or hallucination. Any previous psychotic episodes must be in remission for three (3) years and be currently evaluated as showing no residual symptoms.
  - (d) Any neurotic disorder such as excessive anxiety, panic, convulsions which would indicate that irrational behavior would occur under stress.
  - (e) Any impulse control problem particularly with anger having resulted in husband/wife or child abuse or revealed in explosive outbreaks.
  - (f) Any environmental stressors such as divorce, loss of job, business difficulty, death in family, can result in maladaptive reactions resulting in either impairment in social or occupational functioning that are in excess of a normal and expected reaction.
  - (g) Any personality disorder showing a pervasive and unwarranted suspicion and mistrust of people, hypersensitivity, emotional coldness and aloofness resulting in an inability to make and maintain relationships. Any history of continuous and chronic anti-social behavior.
  - (h) Behavior disorders as evidenced by:
    - (1) Frequent encounters with law enforcement agencies or anti-social attitudes or behavior which, while not a cause for rejection under Regulation 1002 (2) (d), are tangible evidence of an impaired characterological capacity to adapt to the demands of law enforcement service.
    - (2) Behavior disorders where it is evident by history and objective examination that the degree of immaturity, instability, personality inadequacy and dependency will seriously interfere with the performance of law enforcement duties as demonstrated by repeated inability to maintain reasonable adjustment in school, with employers and fellow workers and other social groups.

## SPECIFICATION S-7 (Cont'd)

### PROCEDURES

1. An actual interview and psychometric evaluation will be utilized:
  - (a) Applicants will complete any preliminary history forms required by the examiner and will furnish him/her a Personal History Statement (Form F-3) and a Medical Examination Report (Form F-2). The applicant will provide the examiner with a release of information to the potential employing authority.
  - (b) The psychometric evaluation shall include such standardized tests such as the Minnesota Multiphasic Personality Inventory, or others that may be necessary such as, Bender Gestalt and Rorschach or the equivalent of each test as are appropriate and are validated by proper authority to evaluate personality traits and other mental health characteristics. These tests will be administered, scored and interpreted by licensed qualified individuals to assure results.
  - (c) During the diagnostic interview, the examiner will evaluate each individual sufficiently for any evidence of disorganized or unclear thinking, of unusual thought control, of undue suspiciousness or of apathy or "strangeness" and any discovered evidence will be noted. Any unusual emotional expression such as depression, expansiveness, withdrawal or marked anxiety, which is out of keeping with the content of the interview will be noted and carefully evaluated.
2. The results of the evaluation will be recorded. A report of the evaluation will be forwarded to the employing agency along with the *Confirmation of Psychological Evaluation Form, F-2b*. This form will be signed by the examiner designating the applicant as being *Recommended* or *Not Recommended*.
3. A copy of the *Confirmation of Psychological Evaluation Form, F-2b* shall be forwarded to the Arkansas Commission on Law Enforcement Standards and Training office by the employing agency and this form must be received by the Commission before certification is considered.
4. The evaluation will be retained in the permanent files by the employing agency and must be available for examination at any reasonable time by representatives of the Commission.

**TITLE: COLLEGE EDUCATION CREDITS**

Section 1004 of the Regulations authorizes the recognition of college credits in connection with General, Intermediate, Advanced and Senior law enforcement officer certification.

**REQUIREMENTS****1. General**

(a) College credits used for certification must have been earned at an accredited college or university. The Commission shall only recognize those units awarded in a course from a community college, college or university accredited as such by:

- (1) The department of education of the state in which the community college, college or university is located, or,
- (2) The recognized national or regional accrediting body, or,
- (3) The state university in the state in which the community college, college or university is located, and,
- (4) The Commission.

**2. Certification Credit**

College credits shall be applicable in determining eligibility for General, Intermediate, Advanced and Senior certification subject to the conditions prescribed in Section 1 of this specification and Specification S-15, Certification of Law Enforcement Officers.

**PROCEDURES**

1. Personnel claiming college credits toward certification shall furnish to the Commission copies of transcripts or other verifying documents. College credits will be recognized by the Commission only upon receipt of an official transcript bearing a certifying signature with the official college seal superimposed or a notarized copy of an original.



**TITLE: THE BASIC POLICE TRAINING COURSE**

The minimum amount of training for which certification will be granted in the Basic Police Training Course shall be 280 hours.

**REQUIREMENTS**

1. Successful completion of a minimum of 280 hours of instruction at a certified training school.
2. The Commission will not accept satisfactory completion of the Basic Police Training Course unless the trainee has attained at least 70% in each academic block of instruction and scores at least 70% on the approved firearms course on at least two (2) qualification relays.
3. A minimum academic score of 70% on each examination administered in the course will be required for successful completion of the training program.
4. To be eligible for retention on a permanent basis an officer must satisfactorily complete a Basic Police Training Course or its equivalent within twelve (12) months or with an approved extension, a total of twenty (20) months from the date of employment. Any requests for an eight (8) month extension not received by the Commission prior to completion of the probation period will not be considered. (For exception, see Regulation 1008 (4))
5. Any law enforcement unit exceeding twenty (20) officers should participate in the Field Training Officer Program.

The Field Training Program supplements the Basic Police Training Course and an additional 60 classroom hours of training will be credited to each officer who completes the course.

The Field Training Program may also be utilized by a department head to observe and evaluate an officer's motivation, knowledge and law enforcement skills.

**TITLE: THE SUPERVISORY COURSE**

In accordance with Section 1005 (2) of the Regulations, the Supervisory Course shall consist of a minimum of 32 classroom hours and shall include, but not be limited to, the subjects set forth below.

**REQUIREMENTS**

1. Successful completion of 32 hours of instruction in the following minimum prescribed subject areas at a certified training school:
  - (a) Introduction to Supervision
  - (b) Organizational Principles
  - (c) Police Planning
  - (d) Police Personnel Management
  - (e) Community and Human Relations
  - (f) Handling Personnel Problems
  - (g) Decision Making
  - (h) Personnel Evaluation Systems
  - (i) Administrative Devices and Control
  - (j) Inspections
  - (k) Examination
2. The prescribed minimum course should be completed before or within twelve (12) months after initial promotion, appointment or transfer to a first level supervisory position.
3. Instruction beyond the 32 hour minimum is recommended, including such courses as listed below:
  - (a) The Supervisor's Role in Training
  - (b) Management by Objective
  - (c) Supervised Field Training
  - (d) Psychological Aspects in Supervision
  - (e) Challenge of Crime in our Society
  - (f) Supervisory and Executive Development
  - (g) News Media—Police Relations
  - (h) Task Analysis
  - (i) Preparation of Job Descriptions
  - (j) Development of Performance Standards
  - (k) Personnel Performance Evaluation

**PROCEDURES**

1. Newly promoted, appointed or assigned first level supervisors should be enrolled in the required certified supervisory course in sufficient time to permit completion of the course during the twelve (12) month period following promotion, appointment or assignment. (See Regulation 1008 for exceptions.)

## **SPECIFICATION S-10 (Cont'd)**

2. The Commission has approved three (3) levels of supervisory training. Following the satisfactory completion of Supervision I, an officer will be eligible to attend Supervision II. An officer must complete Supervision I and II to be eligible to attend Supervision III. Certificates of completion indicating the hours of training will be awarded following each course completion.
3. Promotional consideration should be given to applicants who have prepared themselves for a supervisory position and satisfactorily completed a Supervision I Course.
4. The school director shall submit to the Commission within ten (10) days following the completion of a supervisory course, a list of officers successfully completing such course, their respective organizations, rank, record of accomplishments, exam score, and hours of attendance.

### **COURSE CHANGES**

The Commission may approve changes from the course content listed in this specification upon written application from a school director presenting evidence that such change is compatible with the public interest.

**TITLE: THE MIDDLE MANAGEMENT COURSE**

In accordance with Section 1005 (3) of the Regulations, the Middle Management Course shall include, but not be limited to, the subjects set forth below.

**REQUIREMENTS**

1. Successful completion of the following subjects at a certified training school.

- (a) **Introduction**

- Course Orientation
- Role of the Law Enforcement Officer in Society

- (b) **Organization and Management**

- Principles of Administration
- Modern Law Enforcement Organization
  - Line Functions
  - Administrative Functions
  - Auxiliary Functions

- (c) **Motivation**

- Human Relations in Management
- Techniques of Supervision
- Psychology of Leadership
- Effective Communication
- Instructor Development
- Conference Leadership

- (d) **Implementation**

- Research, Planning, Analysis and Computer Concepts
- Deployment and Utilization of Personnel
- Financial Planning, Execution and Control Management by Objectives
- Community Relations Program Management
- Information Management
- Training Program Management
- Personnel Management
- Planning for the Future

- (e) **Examinations**

- Written examinations covering the subject matter in the Middle Management Course

- (f) **Special Project** (Suggested for extra credit)

- Each trainee should complete a study project related to one or more of the subjects in the Middle Management Course and submit a written report of the project, including findings and conclusions, to the course administrator.

2. The prescribed minimum course should be completed within twelve (12) months of promotion beyond first-line supervisor.

**PROCEDURES**

1. Promotional consideration should be given to applicants who have prepared themselves for a supervisory position and have satisfactorily completed a Supervision II course.

## **SPECIFICATION S-11 (Cont'd)**

2. Newly promoted, appointed or assigned middle management personnel should be enrolled in the 80 hour certified Middle Management Course in sufficient time to permit completion of the course during the first twelve (12) month period following promotion, appointment or assignment. (See Regulation 1008 for exceptions)

### **COURSE CHANGES**

The Commission may approve changes from the course content listed in this specification upon written application from a school director presenting evidence that such change is compatible with the public interest.

## SPECIFICATION S-12

S-12

### TITLE: EXECUTIVE COURSE

In accordance with Section 1005 (4) of the Regulations, the Executive Course shall include, but not be limited to, the subjects set forth below.

### REQUIREMENTS

1. Successful completion of the following subjects at a certified training school:

- (a) **Introduction**

- Introduction and Overview of the Course
- The Challenge of Crime in Our Society

- (b) **Technical Knowledge**

- The Application of Science and Technology Office Management
- Improving Departmental Organization
- Work Planning
- Records Systems
- Fiscal Management
- Sources of Revenue
- Budget Preparation and Presentation
- Wage and Salary Administration
- Inventory and Control of Equipment and Facility

- Operations Management

- Formulation and Implementation of Policy
- Staff Inspection
- Internal Investigation
- Improving Supervision
- Improving Middle Management
- Improving Field Operations

- (c) **Personal Skills**

- Personnel Administration and Management

- Management by Objectives
- Motivation Techniques
- Training as a Management Tool
- Counseling and Interviewing
- Performance Review and Evaluation
- Grievance Procedures
- Delegation of Authority
- Morale and Discipline

- Communication Skills

- Conference Leadership
- Oral and Written Reports
- Effective Speaking, Reading and Writing

- (d) **Community Relations**

- The Importance of Adequate Policy and Procedures
- Gaining and Maintaining a Good Public Image within the Community
- Effective Methods of Processing Citizen Complaints
- Working with Public Information Media
- Working with Identifiable Groups within the Community
- Working with Other Agencies
- Law Enforcement's Role in Crime Prevention and Control

## **SPECIFICATION S-12 (Cont'd)**

### **(e) Individual Projects** (suggested for extra credit)

Each participant may complete a study project related to one or more of the subjects in the Executive Course. A written report of the project, including findings and conclusions, must be submitted to the course administrator.

2. Promotional consideration should be given to applicants who have prepared themselves for management positions above mid-level range and have successfully completed a Commission approved Supervision III course.

### **COURSE CHANGES**

The Commission may approve changes from the course content listed in this specification upon written application from a school director presenting evidence that such change is compatible with the public interest.

**TITLE: THE LAW ENFORCEMENT OFFICER REFRESHER COURSE**

The Refresher Course is designed and intended for experienced personnel and its content will be updated periodically. This specification supplements Section 1005 (5) of the Regulations.

**REQUIREMENTS**

1. The Law Enforcement Officer Refresher Course shall primarily consist of a review of the Arkansas criminal and traffic laws, rules of criminal procedure, officer survival techniques and firearms qualification. Study of latent techniques in crime scene search, interviews and interrogations. Methods to increase effectiveness of courtroom presentations.
2. Any person attending the Law Enforcement Officer Refresher Course to supplement previous training and fails to satisfactorily complete the training will be required to attend a Basic Police Training Course at a Commission approved training facility.
3. The Commission may approve changes in this course when it is determined that such change is compatible with the needs of law enforcement officers and agencies.



**TITLE: THE SPECIALIZED TRAINING COURSES**

Specialized courses (Section 1005 (6) of the Regulations) are short-term courses; they may be conducted regionally or at an academy. Examples of specialized training courses are: Officer Survival, Jail Standards, Firearms, Instructor Development, Supervision or any other law enforcement related subject.

**REQUIREMENTS**

1. Specialized courses will be certified in advance of their presentation by the Commission upon submission of an Application for Certification of Course, Form F-5, which includes a detailed analysis of the course content and the time period to be devoted to each subject area. A list of instructional personnel, using Form F-8, must also be submitted to the Commission. Included in the short-course proposal should also be a description of the level of the proposed training and a list of the police personnel to whom it will be directed.

**PROCEDURES**

1. A proposed short-course regional training program may be developed by an individual department, a college or the Commission on Law Enforcement Standards and Training. The Commission staff is available to assist when instructors are not available in the local region.
2. Regional training courses of statewide interest may be developed and sponsored by the Commission staff.
3. A short-course training proposal should be submitted to the Commission at least 30 days prior to the planned starting date.
4. The Commission will take one of the following actions: Send notice of certification of the course by letter; or withhold certification of the course stating the defects in the course.
5. If certified, the course announcements and publicity may contain the information that the course is certified by the Commission.
6. The course director or coordinator shall submit to the Commission within ten (10) days following the completion of a specialized course, a list of officers successfully completing such course and their respective departments. Commission Form F-18 is provided for this purpose.
7. Certificates of completion will be issued by the Commission to those satisfactorily completing certified schools, when requested by the school director/coordinator; however, school directors are encouraged to issue certificates developed by the school sponsor. Form F-6 may be used in lieu of a certificate.

**TITLE: CERTIFICATION OF LAW ENFORCEMENT OFFICERS**

This specification supplements Section 1010, 1011 and 1012 of the Regulations which provides for the issue of Basic, General, Intermediate, Advanced, Senior, Part-Time I, Part-Time II and Auxiliary Certificates to law enforcement officers meeting prescribed standards of training, education and experience.

**REQUIREMENTS****1. GENERAL PROVISIONS**

- (a) To be eligible for the award of a certificate, each applicant must be a law enforcement officer appointed by a law enforcement unit located within the State of Arkansas. (Refer to Regulation 1001 (11))
- (b) Each applicant shall meet the Commission's prescribed minimum standards for employment established pursuant to Regulation 1002 except those full-time law enforcement officers who were employed before January 1, 1978. Those persons are "grandfathered" and exempt from meeting any selection or training requirements, provided they have been continually employed by the same agency since December 31, 1977.
- (c) Each applicant shall attest that he subscribes to the Law Enforcement Code of Ethics.
- (d) All applications for an award of the Basic, General, Intermediate, Advanced or Senior Certificates shall be completed on the Form F-7, Application for Award of Law Enforcement Officer Certificate.
- (e) In addition to the requirements set forth above for the award of a General, Intermediate, Advanced or Senior Certificate, each applicant shall have completed the designated education and training combined with the prescribed law enforcement experience.
- (f) Education and training must be supported by copies of transcripts, certificates, diplomas, or other verifying documents attached to the application. Each training document must verify the number of classroom hours claimed.

**2. EDUCATION POINTS**

- (a) Each semester credit unit granted by an accredited college or university operating on a semester schedule shall equal one education point.
- (b) Each quarter credit unit granted by an accredited college or university operating on a quarter schedule shall equal .75 education points.

**3. TRAINING POINTS**

Twenty (20) classroom hours of police training approved by the Commission shall equal one training point.

- (a) Basic, Refresher, Supervisory, Middle Management, Executive, or Specialized courses certified, sponsored, or presented by the Commission will be acceptable for training credit.
- (b) The Commission may approve departmental or other in-service training which is recorded and documented in the personnel files of the trainee's department. These records must confirm successful completion and must include the date completed, course or subject title, sponsoring agency, classroom training hours and/or college credit hours. (See Form F-10 for sample training log form.)
- (c) Training completed in other states, military police training, and other specialized training, if properly documented and approved by the Commission as being required and/or useful to the department, may be allowed.

## **SPECIFICATION S-15 (Cont'd)**

- (d) With proper documentation Certified Instructors may claim course completion for the first time the law enforcement class is instructed.
- (e) College credits earned in law enforcement related subjects may be counted for either training points or education points, whichever is to the advantage of the applicant

### **4. LAW ENFORCEMENT EXPERIENCE**

Experience acquired as a sworn law enforcement officer employed full-time and having statutory authority to enforce state or federal criminal, traffic or highway laws may be approved. Experience acquired with a police agency whose standards are lower than minimum standards established by the Commission will be rejected.

Law enforcement experience claimed is subject to staff evaluation and final approval of the Commission.

### **5. ELIGIBILITY QUESTIONS**

When determination of "eligibility of certification" of persons defined in Act 452 of 1975, becomes necessary for establishing qualifications to apply for, file for, or hold certain positions or elective office, as required by law, the following procedures shall apply:

- (a) The applicant shall submit a letter to the Commission requesting voluntary participation in the certification program. The Commission also reserves the right to initiate the exploration of eligibility.
- (b) Any person approved for certification will be required to meet the minimum standards for employment or appointment as defined in Regulation 1002 and the training requirements established or approved by the Commission.
- (c) The acceptance of previous military police experience will be determined on an individual basis. That experience which is limited to the enforcement of the uniform code of military justice is not acceptable as being the equivalent experience of a federal, state county, or municipal law enforcement officer who enforces the criminal, traffic or highway laws of the Federal Government or a state.

### **6. THE BASIC CERTIFICATE**

In addition to the requirements set forth in Section 1 of this specification, the following are required for the award of the Basic Certificate:

- (a) Shall have completed a probationary period of not less than twelve (12) months with his present department. (Refer to Regulation 1003)
- (b) Shall have successfully completed the required Basic Police Training Course (Refer to Specification S-9) or the equivalent as determined by the Commission.

### **7. THE GENERAL CERTIFICATE**

In addition to the requirements set forth in Section 1 of this specification, the following are required for the award of the General Certificate:

- (a) Shall possess the Basic Certificate.
- (b) Shall have satisfactorily completed the Basic Police Training Course approved by the Commission and have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience:

## SPECIFICATION S-15 (Cont'd)

Education Points and/or Training Points	10	15	20	25
AND	&	&	&	&
Years of Experience	5	4	3	2

### 8. THE INTERMEDIATE CERTIFICATE

In addition to the requirements set forth in Section 1 of this specification, the following are required for the award of the Intermediate Certificate:

- (a) Shall possess or be eligible to possess a General Certificate.
- (b) Shall have satisfactorily completed six (6) semester hours of Freshmen English from an accredited institution with at least a 2.0 grade average on a 4.0 point scale.
- (c) Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience:

Education Points and/or Training Points	20	30	40	50	Associate Degree
AND	&	&	&	&	&
Years of Experience	8	7	6	5	4

### 9. THE ADVANCED CERTIFICATE

In addition to the requirements set forth in Section 1 of this specification, the following are required for the award of the Advanced Certificate:

- (a) Shall possess or be eligible to possess the Intermediate Certificate.
- (b) Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience and have attained the college level indicated with an overall grade average of at least 2.0:

Semester Hours	6	15	30	45	Associate Degree	Bachelor's Degree
Training Hours	280	240	200	160	140	140
Years of Experience	16	14	12	10	8	6

## SPECIFICATION S-15 (Cont'd)

### 10. THE SENIOR CERTIFICATE

In addition to the requirements set forth in Section 1 of this specification, the following are required for the award of the Senior Certificate:

- (a) Shall possess or be eligible to possess the Advanced Certificate.
- (b) Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience and have attained the college level indicated with an overall grade average of at least 2.0:

Semester Hours	30	45	Associate Degree	Bachelor's Degree	Master's Degree
Training Hours	480	400	320	240	160
Years of Experience	18	15	12	9	6

### 11. PART-TIME LAW ENFORCEMENT OFFICER I

(Authorized to be employed 20 or more, but less than 40 hours per week) Refer to Regulation 1012 (2).

The following is required for the award of this certificate. The applicant shall have:

- (a) Completed the minimum standards for employment or appointment as outlined in Regulation 1002;
- (b) Satisfactorily completed the prescribed Basic Police Training Course or its equivalent, as required for full-time law enforcement officers; (See Specification S-9)
- (c) Completed the twelve (12) month probationary period with the employing department. (See Specification 1003)
- (d) Application for award of this certificate will be made on Commission Form F-7.

### 12. PART-TIME LAW ENFORCEMENT OFFICER II

(Authorized to be employed less than 20 hours per week) Refer to Regulation 1012 (3).

The following is required for the award of this certificate. The applicant shall have:

- (a) Completed the minimum standards for employment or appointment as outlined in Regulation 1002;
- (b) Satisfactorily completed the prescribed Part-Time Basic Police Training Course consisting of not less than 100 hours or its equivalent;
- (c) Completed the 12 month probationary period with the employing department.
- (d) Application for award of this certificate will be made on Commission Form F-7.

### 13. AUXILIARY LAW ENFORCEMENT OFFICER

(This supplements Regulation 1011)

#### (a) REQUIREMENTS

- (1) An auxiliary law enforcement officer is any reserve, volunteer, mounted patrol and other similar terms in common usage and refers to persons appointed and who receive no salary or wages for the performance of any duties.

## **SPECIFICATION S-15 (Cont'd)**

(2) To be eligible for award of this certificate an auxiliary law enforcement officer must:

- (a) meet the minimum standards for employment or appointment as outlined in Regulation 1002.
- (b) complete the twelve (12) month probationary period with its appointing department as prescribed in Regulation 1003.
- (c) satisfactorily complete not less than 100 hours of Commission approved law enforcement training within the twelve (12) month probationary period.

Documentation of classroom training will be submitted on the Attendance Roster, Commission Form F-18. Verification of required field training shall be accomplished by a letter from the department head to the Commission indicating the date of completion of the Field Training Courses.

- (d) satisfactorily complete a Commission approved firearms qualification course equivalent to the firearms qualification course required for full-time law enforcement officers.

### **(b) GENERAL INFORMATION**

- (1) An auxiliary law enforcement officer who does not meet the minimum standards for employment or training shall not take any official action as a law enforcement officer and any action taken shall be held as invalid.
- (2) All persons who were serving as auxiliary law enforcement officers prior to March 24, 1983 must be a citizen of the United States, at least 21 years of age and never entered a plea or found guilty of a felony at any time.
- (3) All persons serving as auxiliary law enforcement officers prior to the effective date of the act shall have one (1) year to complete or have completed the training requirements or its equivalent as determined by the Commission.

### **14. CERTIFICATES REMAIN PROPERTY OF THE COMMISSION**

Certificates remain the property of the Commission, and the Commission shall have the power to recall or revoke any certificate as provided in the Act.

- (a) The Commission may revoke the certification of any law enforcement officer after written notice and hearing, based upon a finding that the officer falsified any information required to obtain certification or has been discharged from employment as a law enforcement officer for conduct or involvement in any act which is prohibited by law.
- (b) Recommendations to the Commission from a department head for recalling certification of an officer will be supported by a letter of justification. Upon receipt of the recommendation and letter of justification the matter will be reviewed by the Commission and upon approval the recall action will comply with the State Administrative Procedures Act.
- (c) The certification of any law enforcement officer shall expire if the officer does not serve as a law enforcement officer for six (6) consecutive months or 180 days.

**TITLE: CERTIFICATION OF INSTRUCTORS**

The following requirements are intended to assure the Commission that instructors in approved law enforcement training meet minimal qualifications as to training and experience as authorized in Section 1016 of the Regulations. The actual evaluation and selection of instructors will remain the responsibility of the School Director (or Coordinator), who is ultimately responsible for the quality of the instruction provided.

**TYPES OF CERTIFICATION**

For purposes of certification of instructors, all approved law enforcement training will be designated as follows:

**PROFESSIONAL** — Professional subjects will be those subjects which are clearly law enforcement in nature.

**Requirements****1. Law Enforcement Experience**

- (a) A minimum of three years of law enforcement experience is required for personnel instructing law enforcement subjects.
- (b) The Commission may grant an individual with specialized skills or knowledge the authority to teach professional courses when the individual lacks law enforcement experience and the Commission believes the best interests of law enforcement will be served.

**2. Education**

The minimum education background as recognized by the Commission will be required for personnel instructing law enforcement subjects. (See 1002 (f) and Specification S-4)

**3. Training**

- (a) New applicants for instructor certification must have completed an Instructor Development Training Course consisting of a minimum of 32 hours of Commission approved classroom instruction or the equivalent including, but not limited to, the following topics:

- Communications
- Psychology of Learning
- Techniques of Instruction
- Use of Instructional Aids
- Preparing and Using Lesson Plans
- Evaluation of Training
- Preparing and Administering Tests
- Teaching Resources
- Planning for Instruction and Learning
- Trainee Motivation and Counseling
- Practical Exercises in the Application of Instructional Principles Presented in the Course

- (b) An Instructor's Certificate may be issued without completion of the required Instructor Development Course if an individual has documented expertise in the area of instruction. Documented expertise may include the completion of specialized and advanced education or training, acceptance as expert by court, association or society or other recognizing body, and/or experience in the subject area. The Commission retains the right to accept or reject submitted documentation as evidence of expertise. Any certificate issued shall only entitle the individual to teach the subject(s) specified in Commission approved courses.

## **SPECIFICATION S-16 (Cont'd)**

- (c) Waiver of instructor training requirements for new instructors will be authorized by the Commission until such time as instructor development training courses have been reasonably available statewide.
- (d) **Firearms**—Firearms training is a professional subject, therefore, a Firearms Instructor Certificate will be issued only to those officers who have successfully met requirements 1, 2, and 3 of this specification and have successfully completed a Firearms Instructor Course approved by the Commission.

**GENERAL**—General subjects will be those subjects which are clearly **NOT** law enforcement in nature, i.e., Criminal Law, Human Relations, Management subjects, etc.

### **Requirements**

1. At least three years of experience in the subject area to be instructed.
2. Recommendation of a school director.
3. A baccalaureate degree with a major or concentration of courses in the discipline or an area to be taught or as required by the Commission; or
4. An associate degree with course work in the discipline or area to be taught or as required by the Commission and three (3) years experience in a criminal justice occupation or a related occupation; or
5. The equivalent of (3) and (4) above as determined by the Commission.
6. Usual formalities of certification may be waived by the Commission for those teaching general subjects.

### **CERTIFICATION OF INSTRUCTOR**

1. Certification by the Commission will be in the form of a letter or Notice of Course Certification sent to the School Director or Coordinator certifying the school or course and the instructors.
2. Applications for instructor certification, both professional and general, will be made on Commission Form F-8, Application for Instructor Certification. Once a person has been certified as an instructor and has a Form F-8 on file with the Commission, Form F-8 need not be completed and filed a second time except to report changes or requests for certification to instruct in additional subject areas.
3. Initial certification shall be issued subject to the following requirements:
  - (a) One-time successful completion of a Commission approved Instructor Development Training Course for criminal justice instructors or the equivalent;
  - (b) Endorsement by a school director under whose supervision the instructor served; and
  - (c) Endorsement by a department head whose personnel have been trained by the instructor.

### **PROCEDURES**

1. Applications for instructor certification will be made on Commission Form F-8, Application for Instructor Certification and endorsed by the applicant's department head or designee.
2. Education and training should be supported by copies of transcripts, diplomas, or other verifying documents which accompany the application.
3. Applications are forwarded to the Commission for consideration.
4. Commission action will be reported to the applicant's department head.



**SPECIFICATION S-17**

**S-17**

*AS OF 08-16-88  
RADAR CERTIFICATION  
FOR 5YR. PERIOD RATHER  
THAN 3YR. PERIOD AS  
STATED*

**TITLE: POLICE TRAFFIC RADAR OPERATORS AND INSTRUCTORS**

This requirement supplements Regulation 1015 and is designed to increase the professionalism of those officers who operate police traffic radar for enforcement purposes.

**REQUIREMENTS**

1. An officer must have completed the Basic Police Training Course required for Basic certification before being eligible to enroll and complete the Police Traffic Radar Operator Course as prescribed by the Commission. Grandfathered officers are exempt from this requirement.
2. The Commission shall establish the minimum curriculum requirements for the Police Traffic Radar Operator Course and the Refresher Course for operators and for instructors.
3. All officers must satisfactorily complete the Radar Training Course to be eligible for certification as a police traffic radar operator.
4. All police traffic radar operators employed prior to the passage of the Act shall have one year from the effective date of the Act (March 22, 1983) to complete or have previously completed the radar training requirements.
5. The Police Traffic Radar Operator Course is available at the Arkansas Law Enforcement Training Academy or any other approved training facility. Additional information or training assistance may be obtained by contacting your local Arkansas State Police District Headquarters.
6. The Commission may issue a certificate evidencing satisfactory completion of the requirements when evidence is submitted by the law enforcement unit director, chief or sheriff that the police traffic radar operator or instructor has met the training requirements.
7. A pocket-size identification card shall also be provided. The certificate and the ID card will be valid for three (3) years from the date of issue. To renew the certificate and the ID card for an additional three (3) years, an officer must satisfactorily complete an eight (8) hour Refresher Course. The retraining may be obtained anytime within the third year of certification. It will be effective for three (3) years following the expiration of the current certificate. Any instructor who teaches a refresher course may add his name to the attendance roster and receive credit for refresher training.
8. All certificates and identification cards remain the property of the Commission and the Commission shall have the power to recall or revoke any certificate when it is determined by the Commission that a Police Traffic Radar Operator or Instructor is unqualified, ineffective or not complying with instructional or training guidelines.
9. When recalling or revoking a Police Traffic Radar Operator or Instructor Certificate is necessary, the State Administrative Procedures Act will be followed.
10. A Police Traffic Radar Operator who does not meet the standards and qualifications set forth by the Act or any made by the Commission shall not take any official action as a Police Traffic Radar Operator or Instructor and any action taken shall be held as invalid.

Act 452 of 1975 provides for the certification of training programs by the Commission.

**TITLE: CERTIFICATION OF SCHOOLS OR COURSES**

(Refer to Regulation 1017)

**DEFINITIONS**

**"School"**— is any school, college, university, academy or local training program which offers law enforcement training or education programs and includes within its meaning the combination of course curriculum, instructors, and facilities for training.

**"Course"**— is any grouping of classes or series of lessons or lectures combined to attain a particular education or law enforcement training or educational objective.

**"Class"**— is a single meeting or session devoted to a specific law enforcement related subject or topic.

**REQUIREMENTS**

1. Certification of schools will generally be offered on the basis of on-site inspections conducted by the Commission staff members. Such inspections will be conducted according to guidelines established by the Commission and will include, but are not limited to, examination of instruction, facilities and administration.
2. Certification of courses will generally be offered on the basis of information supplied on Form F-5. On-site evaluations may be conducted by Commission staff members. Certified courses should be open to all qualified area law enforcement officers.

**PROCEDURES**

1. Agencies or schools requesting school certification shall communicate in writing with the Commission stating the type of certification desired and describing the training or education offered. An outline and course description of the subject material being offered, a schedule of classes, brief background showing qualifications of instructors, and name of the school director or coordinator should accompany the request.
2. Agencies or schools requesting course certification shall communicate in writing, using Commission Form F-5, at least thirty (30) days prior to the start of the course. A copy of the proposed course announcement (inviting area law enforcement officers), a course outline, course descriptions, and applicants for instructor certification, Form F-8, if appropriate, shall accompany the request.
3. Within ten (10) days of completion of the course, an attendance roster, Form F-18, listing those attending the classes offered must be forwarded to the Commission. The roster shall show full name, rank, department, and examination score for each student completing the course and be signed by the school director or coordinator. If the course were a seminar and no examination was given, indicate satisfactory or unsatisfactory participation.
4. If an individual official record of course completion is desired in Commission files, a single copy of Commission Form F-6 for each officer should be forwarded to the Commission. (See Regulation 1019)

**GUIDELINES—CERTIFIED COURSES**

1. Law enforcement agencies or any college, university, or academy may align their training or education programs with the standards set by the Commission on Law Enforcement Standards and Training (See Specification S-9, S-10, S-11, S-12, S-13 and S-14) and apply for course certification. Certified courses should be open to qualified law enforcement officers in the general area. The Commission will assist in any way possible if requested.

## SPECIFICATION S-18 (Cont'd)

### 2. Summary of Steps

- (a) Select a school director or coordinator and facilities. (See Regulation 1001 (16))
  - (b) Select instructors and send completed Application for Instructor Certification, Form F-8, if current F-8 is not already on file.
  - (c) Apply to the Commission for course certification on Form F-5.
  - (d) Forward class attendance roster on Form F-18 to the Commission within ten (10) days of completion of the course.
3. Certification of a course by the Commission will consist of a letter from the Deputy Director for Standards subject to ratification by the Commission. Upon request, certificates of completion will be issued by the Commission to those completing courses with 20 or more classroom hours. School directors and coordinators are encouraged to design and distribute their own certificates. Commission Form F-6 may be used in lieu of a certificate.
  4. The school director or coordinator has the responsibility for administering the course and supervising the preparation of the curriculum to insure its compliance with the requirements of the Commission. He also selects facilities to be used for the course, obtains instructors and develops rules and regulations for governing the operation of the facilities and conduct of the trainees. The school director or coordinator maintains all forms required by the Commission and forwards them within the stipulated time period.
  5. Each trainee shall be required to attend *all* sessions of the course. The school director or coordinator may authorize absences of no more than 10% of the class hours. Training credit will be awarded *only* for *actual* hours and classes completed.

**TITLE: CERTIFICATION OF FIELD TRAINING OFFICER**

The following requirements are intended to assure the Commission that field training officers meet minimal qualifications as to training and experience as authorized in Section 1014 of the Regulations. The actual evaluation and selection of the field training officers will remain the responsibility of the department head. The department head is ultimately responsible for the quality of the instruction and training provided.

**REQUIREMENTS****1. Law Enforcement Experience**

A minimum of three years of experience in law enforcement is required.

**2. Education**

Possession of not less than the General Certificate.

**3. Training**

New applicants for field training officer certification will have completed a minimum of 32 hours of Commission approved classroom instruction including, but not limited to, the following topics:

- (a) Communications
- (b) Techniques of Instruction
- (c) Evaluation of Training
- (d) Trainee Motivation and Counseling
- (e) Complete review of the forms and their purpose in the Commission on Law Enforcement Standards and Training "Field Training Manual for Law Enforcement Recruits".

**4. Recommendations**

- (a) Applications for field training officer certification will be endorsed by the department head on Form F-12.
- (b) It is the recommendation of the Commission that any law enforcement unit employing twenty (20) or more officers participate in the Field Training Program for evaluation by the department and the Commission.
- (c) The Commission recommends the following training to all departments utilizing the Field Training Officer concept:
  - (1) The Basic Course at a certified police training facility.
  - (2) The twelve-week Field Training Officer Program.
  - (3) At least two additional weeks of an Advanced Basic Course consisting of classes that will provide an increase in the knowledge of the recruit and refresher classes that will reinforce what he has learned in his past experience.
  - (4) An extensive examination.
- (d) The Commission will not accept satisfactory completion of the Basic Course unless the recruit has attained at least 70% in his/her academic studies and consistently shoots at least 70% on the Commission approved firearms training course.

## **SPECIFICATION S-19 (Cont'd)**

### **5. Validation of Certificate**

- (a) The field training officer's certificate shall remain valid from the date of issue, unless recalled by the department head and returned to the Commission.
- (b) A field training officer certificate will be transferable should the officer change agencies.
- (c) The field training officer certificate will expire if the officer is separated from law enforcement for more than six (6) months or 180 days.

**TITLE: CERTIFICATION OF SPECIALIZED POLICE PERSONNEL**

This requirement supplements Regulation 1013 which establishes the authority, limitations, training and certification requirements.

**REQUIREMENTS**

1. Any officer in this category must meet all minimum standards for employment or appointment as outlined in Regulation 1002 (2).
2. Must be either a full-time or part-time officer as defined in Regulation 1001 (22), (23), or (24) or appointed by statutory authority.
3. Shall complete a twelve (12) month probationary period with the employing department.
4. Must satisfactorily complete or have completed a police training course approved by the Commission.

**CERTIFICATION**

After completing all requirements a Commission certificate may be issued.

**TITLE: THE LAW ENFORCEMENT CODE OF ETHICS**

Section 1020 of the Regulations requires that the Code of Ethics be subscribed to by each certified law enforcement officer in this state. Attestation should be retained in the officer's permanent personnel file at the employing agency.

**THE LAW ENFORCEMENT CODE OF ETHICS**

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

This section of the manual is reserved for the forms required by the Commission. These forms are samples and should not be removed or reproduced. Forms will be furnished free of charge by the Commission to each law enforcement agency. Form F-17 is provided for your convenience in ordering. All requests for forms should be addressed to:

Commission on Law Enforcement Standards & Training  
3703 West Roosevelt  
Little Rock, Arkansas 72204



## BLANK FORMS

FORM NUMBER	TITLE	PAGE
F-1	Initial Employment Report .....	59-60
F-2	Medical Examination Report .....	61-62
F-2a	Medical History Questionnaire .....	63-64
F-2b	Confirmation of Psychological Evaluation .....	65
F-3	Personal History Statement .....	66-77
F-4	Personnel Change-in-Status Report .....	78
F-4a	Personnel Separation Notice .....	79
F-5	Application for Certification of Course .....	80
F-6	Notice of Course Completion .....	81
F-7	Application for Law Enforcement Officer Certificate .....	82-83
F-8	Application for Instructor Certificate .....	84-85
F-9	Notice of Certification Action .....	86
F-10	Education and Training Record .....	87
F-11	Qualifications Appraisal Guide .....	88
F-12	Application for Field Training Officer Certificate .....	89-90
—	Field Training Manual for Law Enforcement Recruits .....	91-96
F-13	Field Training Officer Weekly Progress Report—In Manual—Appendix A . . .	97-100
F-14	Field Training Officer Evaluation Report—In Manual—Appendix B . . . . .	101-104
F-15	Field Training Record—In Manual—Appendix C . . . . .	105-107
F-16	Field Training Officer Instruction Guides—In Manual—Appendix D . . . . .	108-126
F-17	Form Order Blank .....	127
F-18	Attendance Roster .....	128

**COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING**

**INITIAL EMPLOYMENT REPORT**

1. Check One  
 Full-time Officer   
 Part-time Officer I\*   
 Part-time Officer II\*\*   
 Auxiliary Officer   
 Specialized Police   
 Type \_\_\_\_\_

(To be completed and submitted to the Commission within ten (10) days after officer is employed)

2. Social Security No.		3. Last Name		4. First Name		5. Middle Name	
6. Date of Birth		7. Place of Birth—City County State				8. Title of Position	
9. Type of Agency State <input type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/>		10. Name of Agency		11. Agency Address			
		12. Agency City		13. County Of:			
14. Date Employed		15. Ethnic Group (Check appropriate box) <input type="checkbox"/> Black <input type="checkbox"/> American Indian <input type="checkbox"/> Spanish Surnamed <input type="checkbox"/> Oriental <input type="checkbox"/> Caucasian <input type="checkbox"/> Other					
16. Sex (Check One) <input type="checkbox"/> Male <input type="checkbox"/> Female		17. General Education (Check one) <input type="checkbox"/> High School <input type="checkbox"/> Less Than High School <input type="checkbox"/> GED		18. College Hours (Only if no degree and attach copy of transcript) _____			
19. College Major		20. College Degree (Check degree held and attach copy of transcript) <input type="checkbox"/> Associate <input type="checkbox"/> Baccalaureate <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate					
21. Name of College from which Degree received or last attended (if no Degree)							
22. Date Degree received or last date attended _____				23. Total years of prior Law Enforcement Experience. _____ (List prior Law Enforcement Experience below.)			
24. Department Name		25. From (Date)		26. To (Date)			
27. Department Name		28. From (Date)		29. To (Date)			
30. Has the officer attended a Basic Police Training Course? <input type="checkbox"/> Yes If yes: Date Completed: _____ <input type="checkbox"/> No Location of Training _____ NOTE: Attach copy of all training certificates.							
31. Highest Arkansas Law Enforcement Certification held by Officer. (Specify type) <input type="checkbox"/> Basic <input type="checkbox"/> General <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Senior <input type="checkbox"/> None							

\*Part-time Officer I — An officer who works 20 or more hours but less than 40 hours per week.  
 \*\*Part-time Officer II — An officer who works less than 20 hours per week.

32. Has the Officer:

(This section must be completed on all law enforcement officers.)

YES NO

a. Verified being a citizen of the United States?		
b. Verified being at least twenty-one (21) years of age?		
c. Been fingerprinted and prints submitted to the ASP and FBI for Criminal Records check?		
d. Been checked and found not to have entered a plea of guilty or been convicted of a felony at anytime. (Pardoned or otherwise)		
e. Been investigated as to background.		
f. Examined by a physician and psychiatrist or licensed psychologist under Reg. 1002 (2)(g) and (i)		
g. High School graduate or GED.		
h. Been interviewed by personnel of this department and found to be suitable for appointment as a law enforcement officer?		
i. A valid drivers license.		

**DEPARTMENT INTERVIEW**

Date Conducted \_\_\_\_\_

Board made up of \_\_\_\_\_

Department Head

Others \_\_\_\_\_

Did The Interview Board Recommend Employment or Appointment (yes \_\_\_\_\_) (no \_\_\_\_\_)

I hereby attest that to the best of my knowledge the information on this form is true and correct.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Administrator or Designate  
(NO STAMP)

\_\_\_\_\_  
Rank

\_\_\_\_\_  
Date

**SWORN AND SUBSCRIBED BEFORE ME**

\_\_\_\_\_  
NOTARY PUBLIC, this \_\_\_\_\_ day

of \_\_\_\_\_, 19

My Commission expires \_\_\_\_\_

NOTICE—False swearing is a Class A misdemeanor.  
(Arkansas statute Ann. 41-2603 Repl. 1977)  
Punishable under Arkansas statute 41-901  
and 41-110.

## MEDICAL EXAMINATION REPORT

To Be Completed by a Licensed Physician

INSTRUCTIONS TO EXAMINING PHYSICIAN: Please review Health Questionnaire before examining the candidate. Do not forward this report until lab results are received. Use Section 24 for explanation of details, if necessary.

1. Name (Last, First, Middle)		2. Birth Date (Mo., Day, Yr.)	
3. Height (without shoes)	4. Weight (without shoes and coat)	5. Chest Girth (Expiration)	6. Abdomen Girth
7. Visual Acuity (If applicant wears glasses, test and record acuity both with and without glasses)			
a. Color discrimination _____		b. Depth Perception _____	
c. Peripheral Vision (temporal) Right Eye _____ degrees		Left Eye _____ degrees	
(Each eye on zero line.)			
d. Visual Acuity (16 inches) without glasses R-20 _____		L-20/ _____	B-20/ _____
(16 inches) with glasses R-20/ _____		L-20/ _____	B-20/ _____
(20 feet) without glasses R-20/ _____		L-20/ _____	B-20/ _____
(20 feet) with glasses R-20/ _____		L-20/ _____	B-20/ _____
e. Eye fundus — findings _____			
f. Does examination reveal any internal or external eye pathology? <input type="checkbox"/> No <input type="checkbox"/> Yes			
If yes, describe: _____			
g. Is there any apparent eye deviation? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Note any eye or visual abnormality. _____			
_____			
_____			
(NOTE — This section may be completed by a licensed ophthalmologist or optometrist.)			

<b>B. HEARING</b>		
RIGHT 15/ _____ LEFT 15/ _____	HEARING AID USED <input type="checkbox"/> NO <input type="checkbox"/> YES	DRUM PERFORATION OR DRAINAGE <input type="checkbox"/> NO <input type="checkbox"/> YES
NOTE ANY ABNORMALITY		

9. Head (note any defect, disease, or injury involving eyes, ears, nose, mouth throat)	10. Dentistry Recommended <input type="checkbox"/> NO <input type="checkbox"/> YES
11. Lungs	12. Date Chest X-ray Taken
	13. Chest X-ray normal <input type="checkbox"/> NO <input type="checkbox"/> YES (report may be attached)

14. CARDIO VASCULAR SYSTEM				
TYPE OF ACTION	BLOOD PRESSURE	PULSE RATE	SOUNDS	RHYTHM
A. AT REST	/			
B. AFTER MODERATE EXERCISE				
C. TWO MINUTES AFTER EXERCISE	/			
D. CIRCULATION TO EXTREMITIES		E. NOTE ANY ABNORMALITY		

15. NERVOUS SYSTEM (describe any pathology or abnormal reflexes)

\_\_\_\_\_

\_\_\_\_\_

16. <b>ABDOMEN</b> MASSES TENDERNESS HERNIA	17. <b>RECTAL</b> FISSURE FISTULA HEMORRHOIDS
--	--

18. GENITO-URINARY SYSTEM (note any abnormalities)

\_\_\_\_\_



**MEDICAL HISTORY QUESTIONNAIRE**

**This box to be completed by the Employing Agency:**

Name: _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <span>First</span> <span>Middle</span> <span>Last</span> </div> Address: _____ _____	You are to report to: _____  Address: _____ at _____ o'clock _____ <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Mo.</span> <span>Day</span> <span>Yr.</span> </div> with this questionnaire completed.
--	---

**TO THE APPLICANT:**

A Medical Examination is required by the Commission on Law Enforcement Standards & Training. Your cooperation in filling in this questionnaire as completely as possible will expedite the evaluation and avoid delay.

<b>Instructions to Applicants:</b> Complete this form prior to your physical examination and give the original to the employment agency and a copy to the examining physician and psychological examiner at the time of examination. . . Answer all questions completely and accurately.									
Applicant's Name (last, first, middle)					Address				
Date of Birth			Age		Current Occupation				
<b>SECTION A</b> HAVE YOU EVER OR DO YOU NOW HAVE ANY OF THE FOLLOWING? FOR "YES" ANSWERS, SUPPLY FULL DETAILS IN SECTION B ON THE REVERSE SIDE. IF THE CONDITION REQUIRED HOSPITALIZATION, CHECK THE CORRESPONDING BOX.									
CONDITION		NO	YES	HOSP			NO	YES	HOSP
1. HEAD INJURY					24. SENSITIVITY TO DUST				
2. BACK TROUBLE OR BACK PAIN					25. OTHER ALLERGIES				
3. ANY DEFECT OF BONES OR JOINTS INCLUDING AMPUTATIONS, DISLOCATIONS, BROKEN BONES					26. FREQUENT COLDS				
4. LAMENESS					27. CANCER OR MALIGNANCY				
5. RHEUMATISM OR ARTHRITIS					28. TUMOR, GROWTH OR CYST				
6. TRICK OR LOCKED KNEE/KNEE INJURY					29. ANY COMPLICATIONS FROM CHILDHOOD DISEASES				
7. FOOT TROUBLE					30. POLIO				
8. EYE INJURY, SURGERY, DISEASE					31. RHEUMATIC FEVER				
9. HAVE YOU EVER WORN GLASSES/CONTACT LENSES					32. HEART TROUBLE, INCLUDING CIRCULATORY				
10. HARD OF HEARING OR HEARING PROBLEMS					33. HIGH OR LOW BLOOD PRESSURE				
11. WORN A HEARING AID					34. VARICOSE VEINS				
12. HEADACHES					35. PERNICIOUS ANEMIA, LEUKEMIA, OR OTHER BLOOD DISORDER OR AILMENT				
13. MENTAL ILLNESS OR NERVOUS BREAKDOWN					36. HEPATITIS, JAUNDICE, OR OTHER LIVER AILMENT				
14. ADDICTION TO DRUGS OR ALCOHOL					37. DIABETES OR SUGAR IN URINE				
15. FAINTING OR DIZZY SPELLS					38. ULCERS OR OTHER STOMACH TROUBLE				
16. EPILEPSY OR FITS					39. COLITIS				
17. ANY DISORDER OF THE NERVOUS SYSTEM					40. GALL BLADDER TROUBLE				
18. TUBERCULOSIS OR OTHER LUNG TROUBLE					41. KIDNEY OR BLADDER TROUBLE				
19. SHORTNESS OF BREATH					42. PILES OR HEMORRHOIDS				
20. ASTHMA					43. RUPTURE OR HERNIA				
21. BRONCHITIS					44. MONONUCLEOSIS				
22. POISON OAK OR POISON IVY									
23. SKIN TROUBLE									
								NO	YES
45. HAVE YOU EVER HAD OR BEEN ADVISED TO HAVE AN OPERATION? IF "YES," GIVE THE NATURE AND DATE(S) OF OPERATON(S):									
46. HAVE YOU EVER BEEN A PATIENT (COMMITTED OR VOLUNTARY) IN A MENTAL HOSPITAL? IF "YES," GIVE REASONS, DATE(S), AND PLACE(S):									

CONTINUE ON REVERSE SIDE. REMINDER: FOR "YES" ANSWERS, SUPPLY DETAILS IN SECTION B ON REVERSE SIDE.



# COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING CONFIRMATION OF PSYCHOLOGICAL EVALUATION

### TO THE HEAD OF THE LAW ENFORCEMENT AGENCY:

This form should be presented to the professional providing psychological evaluation for the purpose of police officer certification. Upon completion of the psychological evaluation, the examining professional should sign the appropriate statement and this form should be returned to the law enforcement agency. This form should then be attached to the Initial Employment Report (Form F-1) and be returned to the Commission on Law Enforcement Standards and Training office. The confidential results of the evaluation should be kept in the applicant's permanent personnel file.

### TO THE EXAMINING PSYCHOLOGIST OR PSYCHIATRIST:

All applicants for police certification must be free of apparent mental disorders as described in the Diagnostic and Statistical Manual of Mental Disorders (DSM III) of the American Psychiatric Association. Applicants must be certified as meeting these criteria by an individual licensed to practice psychology or psychiatry and qualified to perform such evaluations in the State of Arkansas. Upon completion of the evaluation, please sign the appropriate statement and return this document to the law enforcement agency so that it may be forwarded to the Commission on Law Enforcement Standards and Training office for inclusion in the applicant's file.

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Referred By (Employing Agency)

I have examined and/or evaluated tests administered to the above referenced individual and find that this applicant is (recommended) (not recommended) to be certified under the provisions of the Arkansas Commission on Law Enforcement Standards and Training, Specification S-7. The results of my evaluation are being forwarded to the employing agency.

\_\_\_\_\_  
Signature of Examining Professional

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
City and State

\_\_\_\_\_  
Department or Agency Submitting

\_\_\_\_\_  
Signature of Department Head or Designee

\_\_\_\_\_  
Date

2720



**STATE OF ARKANSAS**

**COMMISSION**

**ON**

**LAW ENFORCEMENT STANDARDS**

**AND TRAINING**

**PERSONAL HISTORY STATEMENT**

# PERSONAL HISTORY STATEMENT

Law Enforcement Agency \_\_\_\_\_

Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**INSTRUCTIONS:** Fill out this questionnaire completely and accurately. All statements in your questionnaire are subject to verification. Incorrect statements may bar or remove you from employment. If space provided is inadequate, add additional pages and identify information by item number. If a question does not apply to you, indicate by writing N/A in the answer blank. Type or print legibly in ink all responses.

## PERSONAL

1. Name \_\_\_\_\_  
                    First                      Middle                      Last                      Social Security Number

Nicknames or Aliases \_\_\_\_\_

2. Height \_\_\_\_\_ inches              Weight \_\_\_\_\_ lbs.

3. Present mailing address \_\_\_\_\_  
  Street & Number                      City                      State                      Zip Code

Permanent Mailing Address \_\_\_\_\_  
  Street & Number                      City                      State                      Zip Code

Telephone Number:      Home \_\_\_\_\_      Business \_\_\_\_\_

4. Date of Birth \_\_\_\_\_              Place of Birth \_\_\_\_\_

5. Citizenship:     U.S. Born     U.S. Naturalized     Other-Specify \_\_\_\_\_

6. List organizations, clubs and associations of which you are or have been a member, or with which you are or have been associated.

\_\_\_\_\_  
\_\_\_\_\_

7. List hobbies and/or special skills. \_\_\_\_\_

\_\_\_\_\_

## MARITAL

8. Marital Status (check one)     Single                       Married                       Divorced  
   Engaged                       Separated                       Widowed

9. Names of Spouse or Fiance(e) \_\_\_\_\_

10. If married, are you living with your spouse?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

If not, state reasons \_\_\_\_\_

11. Have you ever been separated or divorced?    \_\_\_\_\_ Yes    \_\_\_\_\_ No. If yes give date and location of court of jurisdiction. \_\_\_\_\_

12. Give following information concerning your spouse's parents:

	NAME	ADDRESS
Father		
Mother		

13. List below every child born to you:

NAME	BIRTH DATE	PLACE OF BIRTH	WITH WHOM RESIDES

14. Are you now supporting all children born to you, adopted by you and stepchildren? \_\_\_\_\_ Yes \_\_\_\_\_ No.

If No, give details \_\_\_\_\_

15. Have you ever been involved as defendant in a paternity proceeding? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, give date and court of jurisdiction: \_\_\_\_\_

**REFERENCES**

16. Give the names of five responsible persons, other than relatives or past employers, who could provide information about your character, ability, experience, personality and other qualities.

NAME	ADDRESS	TELEPHONE

**FAMILY HISTORY**

17. List your parents, brothers and sisters

	NAME	ADDRESS	TELEPHONE
Father			
Mother			
Bro./Sis.			
Bro./Sis.			
Bro./Sis.			

18. Has any member of your immediate family ever been arrested for or convicted of a felony offense?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, complete the following:

<u>Date</u>	<u>Location</u>	<u>Charge</u>	<u>Disposition</u>

**FINANCIAL**

19. Do you have life insurance and/or hospitalization insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No

20. Have you a savings account? \_\_\_\_\_ Yes \_\_\_\_\_ No

Bank \_\_\_\_\_ City and State \_\_\_\_\_

Bank \_\_\_\_\_ City and State \_\_\_\_\_

21. Have you a checking account? \_\_\_\_\_ Yes \_\_\_\_\_ No

Bank \_\_\_\_\_ City and State \_\_\_\_\_

Bank \_\_\_\_\_ City and State \_\_\_\_\_

22. Do you own or have an interest in any type of business dealing in alcohol?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give name, location and type of business:

\_\_\_\_\_  
\_\_\_\_\_

23. Do you own or are you buying your own home? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is there a mortgage on the property? \_\_\_\_\_ Yes \_\_\_\_\_ No

Bank of Company \_\_\_\_\_

City and State \_\_\_\_\_

24. Do you own or are you buying other real estate? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, give name of agency holding mortgage:

Bank or Company \_\_\_\_\_ City & State \_\_\_\_\_

25. List motor vehicles that you own or are buying or leasing:

Make	Model	Year	Amount Owed

26. What income other than salary do you have at present? Include wife's salary.

\_\_\_\_\_  
\_\_\_\_\_

27. List Credit References:

Name of Firm \_\_\_\_\_ Amount Owed \_\_\_\_\_

Street Address \_\_\_\_\_ City and State \_\_\_\_\_

Name of Firm \_\_\_\_\_ Amount Owed \_\_\_\_\_

Street Address \_\_\_\_\_ City and State \_\_\_\_\_

Name of Firm \_\_\_\_\_ Amount Owed \_\_\_\_\_

Street Address \_\_\_\_\_ City and State \_\_\_\_\_

Name of Firm \_\_\_\_\_ Amount Owed \_\_\_\_\_

Street Address \_\_\_\_\_ City and State \_\_\_\_\_

Name of Firm \_\_\_\_\_ Amount Owed \_\_\_\_\_

Street Address \_\_\_\_\_ City and State \_\_\_\_\_

Name of Firm \_\_\_\_\_ Amount Owed \_\_\_\_\_

Street Address \_\_\_\_\_ City and State \_\_\_\_\_

Name of Firm \_\_\_\_\_ Amount Owed \_\_\_\_\_

Street Address \_\_\_\_\_ City and State \_\_\_\_\_

28. What is your total indebtedness at present? \_\_\_\_\_
29. Have your creditors treated you fairly? \_\_\_\_\_ If not, explain: \_\_\_\_\_
30. Have you ever been sued? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give details: \_\_\_\_\_

**RESIDENCES**

31. List addresses for past 10 years starting with **present** address at top:

FROM MO. YR.	TO MO. YR.	ADDRESS OR RESIDENCE	CITY & STATE	LANDLORD
	PRESENT			

**WORK HISTORY**

32. Are you now or have you ever been engaged in any business as an owner, partner, or corporate board member?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give details below: \_\_\_\_\_
33. If you have ever been discharged or forced to resign because of misconduct or unsatisfactory service give details: \_\_\_\_\_
34. Have your employers always treated you fairly? \_\_\_\_\_ Yes \_\_\_\_\_ No If not, explain: \_\_\_\_\_
35. Do you object to wearing a uniform? \_\_\_\_\_ Yes \_\_\_\_\_ No
36. Do you object to working nights? \_\_\_\_\_ Yes \_\_\_\_\_ No
37. Do you object to working shifts? \_\_\_\_\_ Yes \_\_\_\_\_ No

38. List all jobs you have held in the last ten years. Put your present or most recent job first. If you need more space, you may attach additional sheets. Include military service in proper time sequence and temporary part-time jobs.

A. Title of present or last position \_\_\_\_\_ Starting salary \_\_\_\_\_ Last salary \_\_\_\_\_

Date employed		
Date separated		
Full-time	Years	Months
Part-time	Years	Months
If part-time, number of hours worked per week		

Name and title of supervisor \_\_\_\_\_ No. employees supervised by you \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Duties \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

B. Title of next to last position \_\_\_\_\_ Starting salary \_\_\_\_\_ Last salary \_\_\_\_\_

Date employed		
Date separated		
Full-time	Years	Months
Part-time	Years	Months
If part-time, number of hours worked per week		

Name and title of supervisor \_\_\_\_\_ No. employees supervised by you \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Duties \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

C. Title of next position \_\_\_\_\_ Starting salary \_\_\_\_\_ Last salary \_\_\_\_\_

Date employed		
Date separated		
Full-time	Years	Months
Part-time	Years	Months
If part-time, number of hours worked per week		

Name and title of supervisor \_\_\_\_\_ No. employees supervised by you \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Duties \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

D. Title of next position \_\_\_\_\_ Starting salary \_\_\_\_\_ Last salary \_\_\_\_\_

Date employed		
Date separated		
Full-time	Years	Months
Part-time	Years	Months
If part-time, number of hours worked per week		

Name and title of supervisor \_\_\_\_\_ No. employees supervised by you \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Duties \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

E. Title of next position \_\_\_\_\_ Starting salary \_\_\_\_\_ Last salary \_\_\_\_\_

Date employed		
Date separated		
Full-time	Years	Months
Part-time	Years	Months
If part-time, number of hours worked per week		

Name and title of supervisor \_\_\_\_\_ No. employees supervised by you \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Duties \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

F. Title of next position \_\_\_\_\_ Starting salary \_\_\_\_\_ Last salary \_\_\_\_\_

Date employed		
Date employed		
Full-time	Years	Months
Part-time	Years	Months
If part-time, number of hours worked per week		

Name and title of supervisor \_\_\_\_\_ No. employees supervised by you \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Duties \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

39. List any claims you have filed for workman's compensation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

40. List any past or present physical disabilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

41. Describe any extended absences from work you have had because of personal illness: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

42. Have you previously submitted an application for employment with this agency?  Yes  No  
Approximate date: \_\_\_\_\_

**MILITARY SERVICE**

43. Were you ever in the U.S. Military Service or any other military organization?  Yes  No  
Branch of Service \_\_\_\_\_ Unit \_\_\_\_\_ Date of Enlistment \_\_\_\_\_  
Date of Discharge \_\_\_\_\_ Service Number \_\_\_\_\_ Highest Rank \_\_\_\_\_

44. List medals and decorations: \_\_\_\_\_  
\_\_\_\_\_

45. Type of Discharge: \_\_\_\_\_

46. If you are presently a member of the National Guard or any military reserve give the unit, location, and describe your obligation: \_\_\_\_\_  
\_\_\_\_\_



47. List all schools attended:

Name of School	Location (City and State)	From Mo. & Yr.	To Mo. & Yr.	Years Completed
Grade School				
High School				
College or University				

48. Did you either graduate from high school or pass the high school equivalency test? \_\_\_\_\_ Yes \_\_\_\_\_ No

49. List college degrees received and major field of each. Include incomplete courses. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

50. Were you ever expelled from any school or were you ever disciplined by any school official?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ARREST AND MILITARY DISCIPLINARY**

Answer all of the following questions completely and accurately. Any falsifications or misstatements of fact may be sufficient to disqualify you. (Exclude minor traffic violations.)

51. Have you ever been arrested or detained by police? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give details below:

Crime Charged \_\_\_\_\_ Police Agency \_\_\_\_\_

Date \_\_\_\_\_ Disposition of Case \_\_\_\_\_  
 .....

Crime Charged \_\_\_\_\_ Police Agency \_\_\_\_\_

Date \_\_\_\_\_ Disposition of Case \_\_\_\_\_  
 .....

Crime Charged \_\_\_\_\_ Police Agency \_\_\_\_\_

Date \_\_\_\_\_ Disposition of Case \_\_\_\_\_

52. Have you ever been placed on probation? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, give details below: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

53. Have you ever been required to pay a fine in excess of \$25.00? \_\_\_\_\_ Yes \_\_\_\_\_ No If answer is yes, give details below: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

54. Have you ever been reported as a missing person or as a runaway? \_\_\_\_\_ Yes \_\_\_\_\_ No If answer is yes, give complete details, including jurisdiction, dates and outcome. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

55. Were you ever court-martialed, tried on charges, or were you the subject of a summary court, deck court, captain's mast or company punishment, or any other disciplinary action while a member of the armed forces? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, explain below: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

56. List any disciplinary action taken against you in the National Guard or other reserve unit. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

57. If you have ever been fingerprinted by a police agency other than for an arrest, give details below. Your answers will be checked with the F.B.I. and other agencies.

Agency \_\_\_\_\_ Date \_\_\_\_\_ Purpose \_\_\_\_\_

Agency \_\_\_\_\_ Date \_\_\_\_\_ Purpose \_\_\_\_\_

Agency \_\_\_\_\_ Date \_\_\_\_\_ Purpose \_\_\_\_\_

58. Can you operate a motor vehicle? \_\_\_\_\_ Yes \_\_\_\_\_ No

59. Do you possess a valid operator's license from the State of Arkansas? \_\_\_\_\_ Yes \_\_\_\_\_ No

Operator's License Number \_\_\_\_\_ Date Issued \_\_\_\_\_

60. Do you possess an operator's license issued by any state other than Arkansas?  Yes  No If yes, give state and number \_\_\_\_\_
61. Was your license ever suspended or revoked?  Yes  No If yes, state which and give reasons: \_\_\_\_\_
62. Was your license ever restored?  Yes  No When? \_\_\_\_\_
63. Have you ever been refused an operator's license by any state?  Yes  No
64. Have your driving privileges ever been restricted?  Yes  No If yes, give details: \_\_\_\_\_
65. Has a motor vehicle being driven by you ever been involved in an accident?  Yes  No If answer is yes, give complete details for each accident whether collision or non-collision: \_\_\_\_\_
- Date \_\_\_\_\_ Police Investigation?  Yes  No
- Location \_\_\_\_\_ Cause of Accident \_\_\_\_\_
- Date \_\_\_\_\_ Police Investigation?  Yes  No
- Location \_\_\_\_\_ Cause of Accident \_\_\_\_\_
- Date \_\_\_\_\_ Police Investigation?  Yes  No
- Location \_\_\_\_\_ Cause of Accident \_\_\_\_\_
66. List any convictions for minor traffic violations:

LOCATION	APPROX. DATE	NATURE OF VIOLATION	PENALTY OR DISPOSITION

**ATTITUDES**

67. What do you consider to be the current social problems of greatest concern?

---

---

---

68. What are your experiences and beliefs concerning the use of alcoholic beverages?

---

---

69. What are your experiences and beliefs concerning the use of marijuana and/or other mind altering drugs?...

---

---

70. What are your feelings about the use of deadly force if it became necessary in the performance of official duties?

---

---

---

**CAREER OBJECTIVES**

71. Explain briefly your reasons for applying for this position: \_\_\_\_\_

---

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---

I hereby certify that all statements made in this questionnaire are true and complete and understand that any mis-statements of material facts will subject me to disqualification or dismissal.

\_\_\_\_\_  
Signature in Full

SWORN AND SUBSCRIBED BEFORE ME

\_\_\_\_\_

NOTARY PUBLIC, this \_\_\_\_\_ day

of \_\_\_\_\_, 19 \_\_\_\_\_

My Commission expires \_\_\_\_\_

**NOTICE** — False swearing is a Class A misdemeanor. (Arkansas Statute Ann. 41-2603 Repl. 1977) Punishable under Arkansas Stat. 41-901 and 41-110.



**COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING**

**Personnel Separation Notice**

This form should be completed and presented or mailed to employee within ten (10) days of resignation, retirement, termination or other form of separation.

**NOTICE**

**TO:** Name:

Address:

City:

State:

Zip Code:

**FROM:**

**DATE:**

**SUBJECT:** Retention of Law Enforcement Certification

1. Regulation 1010 (2) (e) of the Commission on Law Enforcement Standards and Training manual states: "The certification of any law enforcement officer shall expire if the officer does not serve as a law enforcement officer for six (6) consecutive months or 180 days."
2. The loss of certification is automatic and requires no written notice. Should you re-enter law enforcement after six (6) months or a 180-day separation you will receive credit for all previous training, however, you must serve a twelve (12) month probation period before certification will be considered.
3. Should you have any questions concerning certification you may contact this department or the Commission on Law Enforcement Standards and Training.

---

Signature of Department Head or Designee

COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING

APPLICATION FOR CERTIFICATION OF COURSE

(Submit at least 30 days prior to start of class)

Department Head, Training Officer or Coordinator \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_

Requesting Agency \_\_\_\_\_

Agency Address \_\_\_\_\_ Zip \_\_\_\_\_ Telephone \_\_\_\_\_

Title of Course \_\_\_\_\_

Total Hours of Training \_\_\_\_\_ Expected Enrollment \_\_\_\_\_

Date(s) of Course: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Location of Training \_\_\_\_\_

Announcements Sent Inviting Officers from Surrounding Area? Yes \_\_\_\_\_ No \_\_\_\_\_

TRAINING SUMMARY

- 1. Attach copy of training schedule.
2. Attach brief objective for each subject.
3. Attach list of all instructors. (All instructors must be certified or approved by the Commission)
4. Attach a completed request for Instructor Certification, Form F-8, if applicable.

Request Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Agency: \_\_\_\_\_

COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING

NOTICE OF COURSE COMPLETION

INSTRUCTIONS: This form can be used in lieu of a certificate. The trainee should receive the original.

Copies of F-6 forms will be needed by trainees at a later date to document training listed on applications for Basic, General, Intermediate, Advanced and Senior Certification, and therefore should be preserved.

Copies sent to the trainee's department and to the Commission will insure that training records are complete.

Full Name of Student \_\_\_\_\_ Rank \_\_\_\_\_  
(Last) (First) (Middle)

Agency \_\_\_\_\_

Agency Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Course Title \_\_\_\_\_

Sponsored By \_\_\_\_\_

Location of Training \_\_\_\_\_

Date(s) of Training: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Total Classroom Hours \_\_\_\_\_ Final Examination Grade \_\_\_\_\_

Total Semester Hours \_\_\_\_\_ Firearms Score \_\_\_\_\_ %

Course certified by the Commission on Law Enforcement Standards and Training?

\_\_\_\_\_ Yes \_\_\_\_\_ No Date Approved \_\_\_\_\_

This is to certify that the above named officer has successfully completed the above described course.

\_\_\_\_\_  
Submitted By Title Date



COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING

APPLICATION FOR AWARD OF LAW ENFORCEMENT OFFICER CERTIFICATE

INSTRUCTIONS

- 1. Please type or print.
- 2. This form is to be completed by the applicant and approved by the Department Head or his/her designee.
- 3. No credit for education or training will be given unless verifying documents are in your file in this office or attached to this application.
- 4. Commission action on the application will be forwarded to the Department Head.
- \*5. Completion date of the Field Training Course must be included under the law Enforcement Training section on reverse side.
- \*\*6. Certificate of radar training must be attached to a request for Police Traffic Radar Operator certificate.

Name to Appear on Certificate \_\_\_\_\_

Department or Agency \_\_\_\_\_

Agency Address \_\_\_\_\_

Applicant's Rank or Position \_\_\_\_\_ SSN \_\_\_\_\_

Certificate Applying For:

- |   |   |
|---|---|
| _____ Basic   | _____ Part-Time Officer II<br>(1 to 19 hrs. per week)                   |
| _____ General   | _____ *Auxiliary Law Enf. Officer<br>(See Instruction # 5)              |
| _____ Intermediate                                    | _____ Specialized Police Personnel                                      |
| _____ Advanced  | _____ **Radar Operator<br>(See Instruction # 6)                         |
| _____ Senior  | _____ Check here if requesting renewal<br>of radar operator certificate |
| _____ Part-Time Officer I<br>(20 to 39 hrs. per week) |   |

Law Enforcement Experience

AGENCY	DATE OF EMPLOYMENT	HIGHEST RANK
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Law Enforcement Training**

**School Name & Course Title**

**Course Hours**

**Date of Completion**

_____	_____	_____
_____	_____	_____
_____	_____	_____

Field Training Course (Ride-along) completed on Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**College Education**

Name of College	Major	Dates Attended	Semester Hours Completed	Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby attest that the information contained in this application is true and correct.

Signature of Applicant	Rank	Date
Signature of Department Head or Designee	Rank	Date

SWORN AND SUBSCRIBED BEFORE ME

\_\_\_\_\_

NOTARY PUBLIC, this \_\_\_\_\_ day

of \_\_\_\_\_, 19 \_\_\_\_\_

My Commission expires \_\_\_\_\_

**NOTICE**—False swearing is a Class A misdemeanor. (Arkansas Statute Ann. 41-2603 Repl. 1977) Punishable under Arkansas Statute 41-901 and 41-110.

COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING

APPLICATION FOR AWARD OF LAW ENFORCEMENT INSTRUCTOR CERTIFICATE

INSTRUCTIONS

- 1. Please type or print.
- 2. This form is to be completed by the applicant and approved by the Department Head or designee or school coordinator.
- 3. No credit for education or training will be given unless verifying documents are in your file in this office or attached to this application.
- 4. An applicant must have completed the prescribed Instructor Development Training Course or its equivalent to be eligible for a permanent instructor certificate and a Police Traffic Radar Instructor Certificate.
- \*5. Certificates of radar training must be attached for Police Traffic Radar Instructor Certificate.
- 6. Commission action will be forwarded to the Department Head or School Coordinator.

Name to Appear on Certificate \_\_\_\_\_

Department or Agency Address \_\_\_\_\_

Applicant's Rank or Position \_\_\_\_\_ SSN \_\_\_\_\_

Date Instructor Development Course Completed \_\_\_\_\_

Where was Instructor Development training conducted? \_\_\_\_\_

Certificate Applying For:

- \_\_\_\_\_ Professional Instructor (Law Enforcement Subjects Only)
- \_\_\_\_\_ General Instructor (Criminal Law, Judicial Process, Medical Topics, Etc.)
- \_\_\_\_\_ Firearms Instructor
- \_\_\_\_\_ \*Radar Instructor (See Instruction #4 and #5)
- \_\_\_\_\_ Other Specialized Instructor (Explain) \_\_\_\_\_

Law Enforcement Experience

<u>Agency</u>	<u>Date of Employment</u>	<u>Highest Rank</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Law Enforcement Training

<u>School Name &amp; Course Title</u>	<u>Course Hours</u>	<u>Date of Completion</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

College Education

<u>Name of College</u>	<u>Major</u>	<u>Dates Attended</u>	<u>Semester Hours Completed</u>	<u>Degree</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I hereby attest that the information in this application is true and correct.

_____	_____	_____
Signature of Applicant	Rank	Date
_____	_____	_____
Signature of Department Head or Designee	Rank	Date

SWORN AND SUBSCRIBED BEFORE ME

\_\_\_\_\_  
NOTARY PUBLIC, this \_\_\_\_\_ day  
of \_\_\_\_\_, 19\_\_\_\_  
My Commission expires \_\_\_\_\_

**NOTICE**—False swearing is a Class A misdemeanor. (Arkansas Statute Ann. 41-2603 Repl. 1977) Punishable under Arkansas Statute 41-901 and 41-110.

COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING

Notice of Certification Action

TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

REGARDING THE APPLICATION FOR AWARD OF CERTIFICATE TO:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Award **Approved**; Certificate Attached.

- |                    |                          |                               |
|--------------------|--------------------------|-------------------------------|
| _____ Basic        | _____ Auxiliary          | _____ Radar Instructor        |
| _____ General      | _____ Part-Time I        | _____ Firearms Instructor     |
| _____ Intermediate | _____ Part-Time II       | _____ Professional Instructor |
| _____ Advanced     | _____ Specialized Police | _____ General Instructor      |
| _____ Senior       | _____ Radar Operator     | _____ Field Training Officer  |

\_\_\_\_\_ Award **Not Approved**; Your Application Returned.

REASON NOT APPROVED

- a. \_\_\_\_\_ Failure to meet minimum standards for employment or appointment.
- b. \_\_\_\_\_ Failure to meet minimum training requirements.
- c. \_\_\_\_\_ Required signatures not present.
- d. \_\_\_\_\_ Insufficient law enforcement experience.
- e. \_\_\_\_\_ Insufficient verification of education on file.
- f. \_\_\_\_\_ Insufficient training verified.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact this office if we can be of further service to you.

Sincerely,



COMMISSION ON LAW ENFORCEMENT STANDARDS & TRAINING

QUALIFICATIONS APPRAISAL GUIDE

NAME \_\_\_\_\_ TITLE OF POSITION \_\_\_\_\_ DATE \_\_\_\_\_  
 LAST FIRST MIDDLE

OVERALL PERCENTAGE RATING IS \_\_\_\_\_

(70% is qualifying)

**APPEARANCE, MANNER AND BEARING:** Will his/her appearance, manner and bearing help or hinder him/her in this job? Will he/she be impressive when speaking to his/her men? Other law enforcement officers? Civic Groups? Does he/she appear to have the necessary command presence? Drive? Stamina?

**ABILITY TO PRESENT IDEAS:** Will his/her ability to express himself/herself be adequate for this job? Is he/she logical, convincing, persuasive? Or does he/she ramble, or get confused or talk vaguely, or get verbose?

**SOCIAL ADAPTABILITY:** Is he/she at ease, friendly and confident? Will he/she have the tact and adaptability necessary to deal with public officials, irate taxpayers, co-workers, etc., under trying conditions? Or would he/she tend to be submissive, overbearing, or impatient?

**ALERTNESS:** Does he/she grasp ideas quickly, or does he/she appear to be slow to understand? Does his/her responses indicate that he/she would be quick to understand the problems in this job or would he/she understand only the more obvious points?

**JUDGMENT:** Will he/she consider all the facts before reaching a decision? Will he/she know when to act and when to get more information before acting? Will he/she know when a situation justifies departure from policy, and when it doesn't? Would you trust his/her judgment?

**ADEQUACY OF BACKGROUND:** Will his/her background fit him/her for the duties of this position? Is his/her experience sufficiently broad and extensive that he/she will have adequate background upon which to draw?

**OVERALL-EVALUATION:** After comparing the candidate with the above factors and any other personal qualifications, would you select him/her for employment in this job? To what extent does he/she meet what you consider to be the ideal qualifications for this job?

BELOW PASSING		AVERAGE			PASSING	
CLEARLY NOT ACCEPTABLE 0% — 59%	DEFICIENT IN TRAIT 60% — 69%	70% — 84%			ABOVE AVERAGE 85% — 93%	OUTSTANDING 94% — 100%

**RATER'S COMMENTS:** Use other side and additional sheets, if necessary.

**NOTE:** Any ONE rating in the "Not Acceptable" area should result in a final rating of "Grade Below Passing" for the candidate. The candidate's grade on your rating should be the same as shown in the "Not Acceptable" area. One or more checks in the 60%—69% column should cause serious study before qualifying such a candidate. Overall ratings need not be average of above listed traits.

RATER'S SIGNATURE \_\_\_\_\_

COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING

APPLICATION FOR AWARD OF FIELD TRAINING OFFICER CERTIFICATE

INSTRUCTIONS

1. Please type or print.
2. This form is to be completed by the applicant and approved by the Department Head or designee.
3. No credit for education or training will be given unless verifying documents are attached to this application or its file in the Commission office.
4. Commission action on the application will be forwarded to the Department Head.
5. See Specification S—19 of the Rules and Regulations Manual for requirements.

\_\_\_\_\_  
 Name to Appear on Certificate \_\_\_\_\_

Department or Agency \_\_\_\_\_

Agency Address \_\_\_\_\_

Applicant's Rank or Position \_\_\_\_\_

Years of Law Enforcement Experience \_\_\_\_\_

Date of Award of General Certificate \_\_\_\_\_

Date FTO Training Completed \_\_\_\_\_

Law Enforcement Experience

AGENCY	DATE OF EMPLOYMENT	HIGHEST RANK
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



**Law Enforcement Training**

School Name and Course Title	Course Hours	Date of Completion
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby attest that the information contained in this application is true and correct.

Signature of Applicant	Rank	Date
------------------------	------	------

Signature of Department Head	Rank	Date
------------------------------	------	------

SWORN AND SUBSCRIBED BEFORE ME

\_\_\_\_\_

NOTARY PUBLIC, this \_\_\_\_\_ day

of \_\_\_\_\_, 19\_\_\_\_

My Commission expires \_\_\_\_\_

**NOTICE**—False swearing is a Class A misdemeanor. (Arkansas Statute Ann. 41-2603 Repl. 1977) Punishable under Arkansas Statute 41-901 and 41-110.

**STATE OF ARKANSAS**

**COMMISSION**

**ON**

**LAW ENFORCEMENT STANDARDS**

**AND TRAINING**

**FIELD TRAINING MANUAL**

**FOR**

**LAW ENFORCEMENT OFFICERS**

This manual contains the following forms:

Form F-13 — Field Training Officer Weekly Progress Report .....	Appendix A
Form F-14 — Field Training Officer Evaluation Report .....	Appendix B
Form F-15 — Field Training Record .....	Appendix C
Form F-16 — Field Training Officer Instruction Guide .....	Appendix D

This manual is the property of the Commission on Law Enforcement Standards and Training. It has been issued to:

\_\_\_\_\_  
Name Of Department

for the purpose of training \_\_\_\_\_

\_\_\_\_\_  
Officer's Name

Upon completion of the Field Training Program, return this completed manual to the Commission on Law Enforcement Standards and Training, 3703 West Roosevelt Road, Little Rock, Arkansas 72204.

Included in this manual are sample forms (Form F-13 and Form F-14) as well as the actual forms F-15 and F-16.

Additional forms F-13 and F-14 will be furnished each department to be used and retained by the department.

DATE OFFICER EMPLOYED OR APPOINTED: \_\_\_\_\_

COMPLETED BASIC TRAINING COURSE: \_\_\_\_\_

Date

Location

Class No.

Hours

FIELD TRAINING COURSE COMPLETED \_\_\_\_\_

Date

**NOTE—** The Field Training Manual containing the Field Training Record (Form-F-15) and Instruction Guide (Form-F-16) must be forwarded to the Commission on Law Enforcement Standards and Training upon completion to receive 60 hours training credit toward certification. The training period must be not less than 12 weeks in duration.

For your convenience the completion of this document will be considered as your request for award of a certificate of completion of the Field Training Course. The certificate will be forwarded to the Department Head

COMMISSION ON LAW ENFORCEMENT STANDARDS & TRAINING

MANUAL  
ON  
FIELD TRAINING AND POLICE RECRUITS

TABLE OF CONTENTS

PAGE

I.	What is Field Training .....	94
II.	Purposes of Field Training .....	94
III.	Important Factors in the Field Training Program .....	94
IV.	Responsibility of the Unit Commander .....	94
V.	Responsibility of the Field Training Officer .....	95
VI.	Description of Field Training Forms and Their Use .....	96
VII.	Disposition of Completed Forms .....	96

APPENDIX

Sample Field Training Officer Weekly Progress Report (Form F-13) .....	A
Sample Field Training Officer Evaluation Report (Form F-14) .....	B
Field Training Record (Form F-15) .....	C
Field Training Officer Instruction Guide (Form F-16) .....	D

## FIELD TRAINING PROCEDURES FOR POLICE RECRUITS

### I. What is Field Training?

Field Training is a process by which an individual recruit receives formal instruction on the job for special and defined purposes. As a part of the recruit training process, a trainee will be assigned to a Field Training Officer (coach) who is a police officer especially prepared for this type of training. The recruit will have various police duties and procedures explained and demonstrated to him. As often as practical, the recruit will be required to perform the tasks

The Field Training is designed to run approximately twelve (12) weeks. It is possible, however, to complete the program in less time if a full-time coach-recruit relationship exists without constant interruption by other duties. Upon satisfactory completion of the program and submission of the properly executed forms, 60 hours certified training credit will be granted the recruit.

### II. Purposes of Field Training

The specialized nature of police work is widely recognized. Formal classroom training and limited demonstration cannot teach the recruit all he needs to know. Therefore, the recruit needs on-the-job training which is the purpose of this program.

This field training phase is intended to give the new recruit instruction, direction, supervision, guidance, and experience so that he may develop good judgment, efficiency, and good habits of conduct and appearance. Field Training will serve as an evaluation of both the recruit and the curriculum of the training school. The field training period also serves to aid in determining if the recruit meets all the requirements to become a permanent member of the force.

### III. Important Factors in the Field Training Program

The Field Training program is designed to be of the most benefit to a trainee if it is administered after the trainee has completed at least 280 hours of classroom instruction. This classroom instruction should be devoted to basic orientation, laws of arrest, use of firearms, firearms training on the range, and other procedures which should not be postponed. This gives the recruit the basic knowledge and skills needed to operate in the field with a Field Training Officer. For a recruit to obtain the utmost benefit from the classroom instruction, a week, or even two weeks of orientation in his own department is recommended so that he can better apply his classroom training.

As part of the instructional process, it is necessary that Field Training be conducted in a manner designed to develop the technically skilled and professionally oriented officer. Success of the Field Training program requires the following:

1. Field Training Officers be carefully chosen from the most skilled and effective officers on the force
2. F.T.Os. must possess the ability to communicate their knowledge and skills to the recruit officer
3. F.T.Os. must reflect the highest levels of personal integrity, character and maturity. The use of lazy or unmotivated officers must be avoided.
4. Primary training, defining the F.T.O's. duties, responsibilities and authority must be provided.
5. In-service training for F.T.Os. covering the latest police techniques, departmental policies, and field training concepts must be provided. Regularly scheduled in-service training will also serve to standardize grading and other program mechanics as well as to provide a continuing evaluation of recruit development and of the program.

### IV. Responsibility of the Unit Commander\*

When a recruit is assigned to a unit for training, the Unit Commander will be responsible for the following

1. Introduction of the recruit to as many personnel as possible.

\*Unit Commander can be a shift commander, division head, shift sergeant, or anyone who has responsibility of supervising the Field Training Officer.

2. Familiarization of the recruit with basic operations of the unit. This should be done by the watch-listen-learn method and not by actual performance of duties.
3. Assignment of the recruit together with his appointed F.T.O. to a sector or beat which will provide the recruit fullest opportunity for orientation during the on-the-job Field Training period. The recruit shall be assigned to one F.T.O. at a time. It may be beneficial to the recruit to be assigned to more than one F.T.O. before completion of the Field Training period so that he can see different personalities in operation and different methods used.
4. Each week the Unit Commander should discuss with the F.T.O. the progress of the recruit in his Field Training program.
5. The Unit Commander should personally consult with the recruit and the F.T.O. when the F.T.O. believes the recruit will not develop into a successful police officer. If the Unit Commander, after consultation, is of the opinion that the recruit is not likely to become a successful police officer, he should immediately make his opinions and recommendations known to the proper authority.
6. The Unit Commander will submit the completed F.T.O. Weekly Progress Report, Evaluation Report, Instruction Guide and the Training Record Form to the department head or to the proper authority for transmittal to the department head.

#### V. Responsibility of the Field Training Officer

The Field Training Officer should have complete responsibility of the recruit during the Field Training assignment. The recruit should always work with the assigned F.T.O. and should have the same days off and the same work schedule whenever this is practical.

The F.T.O. will insure that the recruit is familiar with the complete operations of headquarters, including the communications operation, records facility, detective and juvenile offices, etc.

Using the F.T.O. Instruction Guide FORM F-16, the F.T.O. shall:

1. Explain operational procedures and existing policy on all activity encountered during the Field Training period.
2. Acquaint the recruit with the entire district, including the shortest routes to various points in the area. He shall make the recruit aware of the location of all public buildings in the district, of potential trouble spots, of areas subject to higher criminal activity, the physical hazards that exist which would tend to give cover to criminal operations, and any other information which would assist the recruit in efficient patrol operation.
3. Encourage the recruit to look for violations of the law, estimated speeds of vehicles, study descriptive data on the various makes and models of automobiles, and so on.
4. Demonstrate the fundamental procedures in the operation of police vehicles. The recruit shall be required to demonstrate his ability to operate a police vehicle within the first two-week period.
5. Direct, guide, explain, and demonstrate the fundamentals of police work until he is satisfied the recruit completely understands how and why duties are performed in a certain manner. He should stress police ethics; public, human, and community relations.
6. Examine the recruit by questioning him on patrol operations and his knowledge of all the other procedures relating to the job. This questioning should be constant throughout the Field Training period.
7. Allow the recruit to perform such tasks as he feels the recruit is competent and ready to assume.
8. Place his initials and the date in the proper column of the Instruction Guide when he has explained and demonstrated the listed task. He shall see that the recruit places his own initials in the proper column when the recruit satisfactorily performs or practices the listed task. When the recruit initials the performance practice column, the F.T.O. should insert date or see that recruit does so.

During the Field Training period, the F.T.O. will be observing and evaluating the recruit's performance. A meaningful evaluation is possible only if the F.T.O. affords the recruit the fullest opportunity to learn. It should be the aim of every F.T.O. to start the recruit on the way to becoming the **best** police officer in the organization.

If at any time during the Field Training period the F.T.O. is of the opinion that the recruit will not develop into a suc-

successful police officer, the F.T.O. shall notify his Unit Commander. This notification can be as a result of but is not limited to the following: lack of interest or ability, poor or improper conduct, inefficiency, incompetency, or anything of this nature.

## VI. Description of Field Training Forms and Their Use

### 1. FIELD TRAINING OFFICER WEEKLY PROGRESS REPORT (FORM F-13)

To be executed by the F.T.O. (coach) at the completion of each week. The F.T.O. should consult with the appropriate official to determine what an acceptable norm or average would be in the seven areas to be evaluated. The F.T.O. should be demanding but fair in the "general progress to date" section. His comments should be specific and should contain recommendations as to how the recruit can improve any unsatisfactory ratings. The Weekly Progress Report shall be forwarded to the Unit Commander after completion.

### 2. FIELD TRAINING OFFICER EVALUATION REPORT (FORM F-14)

To be executed by each F.T.O. who has been assigned to the recruit at the completion of the Field Training program. The comments should be specific in each of the nine areas to be evaluated. The written summary portion of the evaluation should contain an overview of the entire period of time covered by the report. It should cover the particular points used to justify the Field Training Officers' recommendations to release the recruit to regular assignments or not as the case may be. To be forwarded to the Unit Commander upon completion.

### 3. FIELD TRAINING RECORD (FORM F-15)

This record will be filed in the Commission office and will enable the staff to quickly determine who the Field Training Officers were in the case of each recruit, what assignments were covered during the Field Training period when the assignments were completed, name of supervisor accepting the record of completion, a record of the recruit signing and attesting that he has been instructed in all the items listed in the F.T.O. Instruction Guide, and, finally a record of the department head attesting that the recruit has satisfactorily completed the Field Training program

**THIS RECORD MUST BE FORWARDED TO THE COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING AFTER COMPLETION TO RECEIVE 60 HOURS TRAINING CREDIT TOWARD CERTIFICATION.** It is recommended that a copy of this record be retained in recruit's personnel file within his own dept.

### 4. FIELD TRAINING OFFICER INSTRUCTION GUIDE (FORM F-16)

This guide is a listing of basic police responsibilities, tasks, and procedures that each recruit should be familiar with and have at least an adequate amount of skill in performing. The guide poses numerous common police activities and provides a method of qualitatively evaluating the situations which the recruit experiences and his reaction to them.

The F.T.O. should allow sufficient time for explaining each listed situation. He should explain and demonstrate (if appropriate) the situation or task before requiring the recruit to perform or practice the task, if performance is necessary to gain knowledge or skill. Many of the procedures will not require performance, only understanding, by the recruit. When such a situation exists, the F.T.O. should write N/A (not appropriate) in the spaces provided for demonstration and practice. If a listed task or procedure does not apply to your particular department write N/A in all three spaces.

The field Training Officer Instruction Guide is to be brought up to date at the end of each day's training.

Upon completion of the F.T.O. Instruction Guide, the F.T.O. should submit the guide to the Unit Commander for his further action.

**THIS RECORD MUST BE FORWARDED TO THE COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING AFTER COMPLETION TO RECEIVE 60 HOURS TRAINING CREDIT TOWARD CERTIFICATION.**

## VII. Disposition of Completed Forms

Completed F.T.O. Weekly Progress Reports (FORM F-13) and Evaluation Reports (FORM F-14) should be maintained in the recruit's personnel file within his own department. **THE FIELD TRAINING MANUAL CONTAINING THE FIELD TRAINING RECORD (FORM F-15) AND INSTRUCTION GUIDE (FORM F-16) MUST BE FORWARDED TO THE COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING UPON COMPLETION.** This is necessary as successful completion of this program is one of the minimum training standards to be met for certification.

It is recommended that a copy of all forms be maintained in the recruit's personnel file within his own department.

**FIELD TRAINING OFFICER  
WEEKLY PROGRESS REPORT  
FORM F-13  
INSTRUCTIONS**



**INSTRUCTIONS  
(FORM-13)**

These instructions are intended to answer the questions which most frequently arise in the use of this form

Following are detailed instructions for the completion of each numbered item on the form.

1. **NAME OF RECRUIT:** Last name first. Full name is required.
2. **RECRUIT CLASS NUMBER:** Insert the number assigned to the recruit class attended by the trainee. If trainee has not attended a basic recruit class, so note in this space.
3. **REPORT DATE:** Date this form is executed by the Field Training Officer.
4. **FIELD ASSIGNMENT:** Show the assignment of the F.T.O. and recruit for the week being reported on, i.e. patrol, accident investigation, traffic, etc.
5. **WEEKLY PERIOD:** Place an X in the appropriate box designating which week of Field Training the progress report covers.
6. through 12. **FACTORS:** F.T.O. should place an X in the box that most clearly denotes an accurate evaluation of the recruit.
13. **GENERAL PROGRESS TO DATE:** Place an X in the box that most clearly denotes this fact, being demanding but fair.
14. **COMMENTS:** Make specific written comments on any unsatisfactory rating. Comments should include recommendations as to how the recruit can improve any ratings in "needs improvement" columns.
15. **FIELD TRAINING OFFICER SIGNATURE:** F.T.O. signs in this space prior to submission to Unit Commander.
16. and 17. **UNIT COMMANDER SIGNATURE AND DATE:** Unit Commander signs and shows date. This should only be done after he has read the Weekly Progress Report and discussed the progress of the recruit in the program

**NOTE:** F.T.O. should execute this form after completion of each week's field training. Form is to be forwarded to unit commander after execution.

## FIELD TRAINING OFFICER WEEKLY PROGRESS REPORT

1. NAME OF RECRUIT	2. RECRUIT CLASS NO.	3. REPORT DATE												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center; border-bottom: 1px solid black;">LAST</td> <td style="width: 33%; text-align: center; border-bottom: 1px solid black;">FIRST</td> <td style="width: 33%; text-align: center; border-bottom: 1px solid black;">MIDDLE</td> </tr> </table>	LAST	FIRST	MIDDLE											
LAST	FIRST	MIDDLE												
4. FIELD ASSIGNMENT	5. WEEKLY PERIOD (CHECK APPROPRIATE BOX)													
	<table style="width: 100%; text-align: center;"> <tr> <td>1 <input type="checkbox"/></td> <td>2 <input type="checkbox"/></td> <td>3 <input type="checkbox"/></td> <td>4 <input type="checkbox"/></td> <td>5 <input type="checkbox"/></td> <td>6 <input type="checkbox"/></td> </tr> <tr> <td>7 <input type="checkbox"/></td> <td>8 <input type="checkbox"/></td> <td>9 <input type="checkbox"/></td> <td>10 <input type="checkbox"/></td> <td>11 <input type="checkbox"/></td> <td>12 <input type="checkbox"/></td> </tr> </table>		1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>									
7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>									
<p>Check appropriate boxes in the rating areas shown below. Since this form will assist you in preparing your final evaluation of the trainee. Be as objective as possible. If you wish to elaborate further on a particular rating, indentify the item under comments and make your written evaluation.</p>														
<b>FACTOR</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="3" style="text-align: center; border-bottom: 1px solid black;">NEEDS IMPROVEMENT</td> <td colspan="2" style="text-align: center; border-bottom: 1px solid black;">ACCEPTABLE</td> </tr> <tr> <td style="text-align: center; border-bottom: 1px solid black;">Inadequate</td> <td style="text-align: center; border-bottom: 1px solid black;">Fair</td> <td style="text-align: center; border-bottom: 1px solid black;">Average</td> <td style="text-align: center; border-bottom: 1px solid black;">Good</td> <td style="text-align: center; border-bottom: 1px solid black;">Outstanding</td> </tr> </table>		NEEDS IMPROVEMENT			ACCEPTABLE		Inadequate	Fair	Average	Good	Outstanding		
NEEDS IMPROVEMENT			ACCEPTABLE											
Inadequate	Fair	Average	Good	Outstanding										
6. APPEARANCE														
Uniform, leather and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Posture and carriage (cruiser, office, public places)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Personal (cleanliness, hair, nails, shave)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
7. COOPERATION AND LOYALTY														
Works toward a common end with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Willingness to assume additional responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Supports his superiors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Good team worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
8. INTEREST AND ATTITUDE														
Seeks help with problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Willingness to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Attitude toward constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Accepts direction and discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Attitude toward department policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Shows pride in his work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Contributes to good morale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Confidence in himself	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
9. PUBLIC CONTACT														
Attitude toward citizens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Ability to express himself and communicate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Ease and bearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Tact and discretion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Self control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
10. JUDGEMENT														
Common sense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Judgment under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									

**APPENDIX A**

FACTOR	NEEDS IMPROVEMENT			ACCEPTABLE	
	Inadequate	Fair	Average	Good	Outstanding
11. DRIVING ABILITY					
Exercises speed control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Familiar with defensive driving practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly uses red light and siren	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knows the hazards of high-speed driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understands importance of safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks vehicle properly during officer-violator contacts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. REPORT WRITING					
Able to express himself in writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses proper grammar and punctuation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Produces accurate, complete and neat reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Familiar with department reports and understands their purpose and use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to use dictation equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. GENERAL PROGRESS TO DATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. COMMENTS					
15. FIELD TRAINING OFFICER SIGNATURE		16. UNIT COMMANDER SIGNATURE			17. DATE

**FIELD TRAINING OFFICER EVALUATION REPORT**

**FORM F-14**

**INSTRUCTIONS**

**(SEE REVERSE SIDE)**

## INSTRUCTIONS (F-14)

These instructions are intended to answer the questions which most frequently arise in the use of this form

Following are detailed instructions for the completion of each numbered item on the form:

1. **NAME OF RECRUIT:** Last name first. Full name is required.
2. **RECRUIT CLASS NUMBER:** Insert the number assigned to the recruit class attended by the trainee. If the trainee has not attended a basic recruit class, leave this space blank.
3. **REPORT DATE:** Date this form is executed, by the Field Training Officer.
4. **FIELD ASSIGNMENT:** Show the assignment(s) covered by the F.T.O. and recruit during the Field Training Period being evaluated. If F.T.O. covered more than one assignment, list all, i.e. patrol, accident investigation, traffic, etc.
5. **FIELD ASSIGNMENT DATES:** Show dates of each assignment listed under 4 above.
6. through 14. **FACTORS:** The comments on each factor should be specific in the nine factors being evaluated.
15. **WRITTEN SUMMARY:** The written summary should cover the points used to justify the F.T.O.'s recommendation to the Unit Commander that the recruit be released to regular assignments or not, as the case may be. The F.T.O. must sign this form and submit to the Unit Commander.
16. **RECOMMENDATION OF UNIT COMMANDER:** Unit Commander must make recommendation to Department Head as to whether recruit is to be released to regular assignments or not. Signature must be present upon submission to Department Head.

**NOTE:** This form should be executed by each F.T.O. assigned a trainee upon completion of the field training period. Form is to be forwarded to unit commander after execution.

**FIELD TRAINING OFFICER EVALUATION REPORT**

1. NAME OF RECRUIT			2. RECRUIT CLASS	3. REPORT DATE
LAST	FIRST	MIDDLE		
4. FIELD ASSIGNMENT			5. FIELD ASSIGNMENT DATES	
			FROM _____	TO _____
			FROM _____	TO _____
			FROM _____	TO _____
<b>FACTOR</b>			<b>COMMENT</b>	
6. ENFORCEMENT CONTACTS Evaluate trainee's (1) knowledge of traffic and criminal laws and pertinent departmental policies and procedures; (2) judgement in issuing citations and warnings, and in effecting arrests; and (3) ability in detecting, pursuing and apprehending violators and his skill in applying established methods and tactics during enforcement contacts.				
7. PUBLIC CONTACTS What is his attitude, conduct and language in public places? Does he discuss police activity in public? What appearance and manner does he present to the public? Is he at ease or ill at ease when meeting the public? Does he expect and accept free handouts?				
8. RELATIONS WITH OFFICIAL AGENCIES How does he get along with representatives of other law enforcement agencies? Does he have a friendly and cooperative attitude with employees of other official agencies?				
9. ACCIDENT INVESTIGATIONS Does he understand and practice recommended procedures? Does he obtain all necessary information? Does he base his opinions on factual information?				
10. PATROL OPERATIONS Does he understand and practice proper patrol techniques? Can he identify potential hazards? Can he identify and is he familiar with high crime and traffic incident areas? Can he identify major thoroughfares and is he familiar with shortest routes to various places and topography?				
11. EMERGENCY SITUATIONS Does he have the ability to make proper decisions while under pressure? Can he recognize and correctly evaluate true emergency situations? Is he familiar with available resources for handling emergencies? Can he use approved first aid techniques?				
12. REPORT WRITING Does he express himself well? Does he use proper grammar and punctuation? Does he understand the difference between necessary and unnecessary material? Does he produce accurate, complete and neat reports? Is he familiar with all pertinent reports and does he understand their purpose and use?				

FACTOR	COMMENT
<p>13. DRIVING ABILITY Does he exercise speed control and is he familiar with defensive driving practices? Is he aware of the hazards of high-speed driving? Does he make proper use of the emergency lights and siren? Does he have proper concern for his own safety as well as the violator's safety? Does he park his vehicle properly during officer-violator contacts and accident investigations?</p>	
<p>14. ATTITUDE AND PROFESSIONAL BEARING Does he have a sincere desire to improve himself? Does he want to learn? What is his attitude towards his job and the department? Does he accept direction properly?</p>	
<p>15. WRITTEN SUMMARY OF EVALUATION</p>	
<p>RECOMMENDATION TO UNIT COMMANDER I (recommend) (do not recommend) that this trainee be released to regular assignments.</p> <p>16.</p> <p style="text-align: right;">_____ SIGNATURE OF FIELD TRAINING OFFICER</p>	
<p>RECOMMENDATION I (recommend) (do not recommend) that this trainee be released to regular assignments.</p> <p style="text-align: right;">_____ SIGNATURE OF UNIT COMMANDER</p>	

**FIELD TRAINING RECORD**

**FORM F-15**

**INSTRUCTIONS**

**(see reverse side)**



## INSTRUCTIONS (F-15)

These instructions are intended to answer the questions which most frequently arise in the use of this form.

Following are detailed instructions for the completion of each numbered item on the form.

1. **NAME OF RECRUIT:** Last name first. Full name is required.
2. **RECRUIT CLASS NUMBER:** Insert the number assigned to the recruit class attended by the trainee. If the trainee has not attended a basic recruit class, leave this space blank.
3. **DATE OF RECRUIT CLASS AND SPONSORING DEPARTMENT:** Insert the beginning and ending date of the basic recruit class attended by the trainee. Show which department conducted the recruit class. If the trainee has not attended a basic recruit class, leave this space blank.
4. **NAME OF FIELD TRAINING OFFICER:** List each F.T.O. assigned to coach the recruit.
5. **FIELD ASSIGNMENT:** List each assignment of the F.T.O. and recruit, i.e. patrol, accident investigation, traffic, etc.
6. **FIELD TRAINING DATES:** Indicate the date the recruit was assigned to each F.T.O. and date he was released.
7. **RECRUIT'S SIGNATURE:** Recruit must **sign when** he has been instructed in all items as recorded in the Field Training Guide (F-16).
8. **DATE OF RECRUIT'S SIGNATURE:** Show date recruit completed the Field Training Program and signed the record.
9. **SIGNATURE OF REVIEWING OFFICER:** The person reviewing the recruit's progress would sign here. This would be the Unit Commander, Training Division Commander or Department Head.
10. **DATE OF SIGNATURE OF REVIEWING OFFICER.**
11. **DEPARTMENT HEAD SIGNATURE:** Department Head signs when he has received documentation and is satisfied the recruit has satisfactorily completed the Field Training Program.

**NOTE: THIS IS NOT A SAMPLE FORM.** It should be executed as soon as is practical after the field training period is satisfactorily completed. Upon attesting and signing of this form by the department head, the Field Training manual should be mailed to Commission on Law Enforcement Standards and Training office without delay.

FIELD TRAINING RECORD

1. Name of Recruit		2. Recruit Class Number (If Appropriate)	3. Date of Recruit Class (If Appropriate) and sponsoring dept.
LAST	FIRST MIDDLE		
4. Name of Field Training Officer	5. Field Assignment	6. Field Training Dates (inclusive) FROM TO	
1.			
2.			
3.			
4.			
<p>This training guide is a listing of basic police responsibilities, tasks and procedures. The Field Training Officer (F.T.O.) will use this guide during the field training of a recruit. The F.T.O. will explain each item, and whenever practical, demonstrate the task or procedure to the recruit. When the F.T.O. believes that the recruit is capable of handling a specific task, he will require the recruit to perform the task while he observes. The F.T.O. should pace himself to insure that sufficient time is allotted for explaining and/or performing each and every task. When an item has been satisfactorily performed, the F.T.O. will enter the date of completion in the proper column and initial. This is not an exhaustive list, and when unlisted situations arise, the F.T.O. should demonstrate the proper procedure for handling the situation and record such action at the end of the guide. IF A LISTED TASK DOES NOT APPLY TO YOUR DEPARTMENT, PLACE N/A (NOT APPLICABLE) IN THE ALLOTTED SPACE.</p>			
7. I have been instructed in all items as recorded in this Field Training Guide.		8.	
(Signature of Recruit)		Date	
9. Reviewed by:		10.	
(Signature of Training Reviewer--Title)		Date	
11. I attest that the above-named recruit has satisfactorily completed the prescribed Field Training Program.			
_____ DEPARTMENT HEAD			

FIELD TRAINING OFFICER INSTRUCTION GUIDE

LAST FIRST MIDDLE (RECRUIT'S NAME)	Department		
	F.T.O. Initial & Date		
	Explained	Demonstrated	Practiced
<b>I. PERSONAL ITEMS</b>			
1. Police and the public			
a. Do not congregate or loiter at crime scenes, coffee shops, stores, etc. _____			
b. Contacts with women _____			
c. Driving habits _____			
d. Full uniform correctly worn _____			
2. Command presence and courtesy _____			
3. Use of precaution, prepared for anything _____			
4. Personal conduct _____			
a. Smoking in public _____			
b. Offensive mannerisms and gestures _____			
c. Voice and word usage _____			
5. Acceptance of gratuities and rewards (departmental policies) _____			
6. Rapport with fellow officers and supervisors _____			
<b>II. PREPARATION FOR PATROL</b>			
1. Personal appearance and hygiene _____			
2. Uniform and equipment check and maintenance _____			
3. Locker _____			
4. Information necessary for patrol _____			
5. Roll-call procedures _____			

	Explained	Demonstrated	Practiced
6. Patrol vehicle and equipment inspection _____			
7. Servicing the police vehicle _____			
<b>III. ARREST PROCEDURES</b>			
1. When to effect an arrest (search and seizure, constitutional rights) _____			
2. How to effect an arrest			
a. Difference between felony and misdemeanor _____			
b. Using force _____			
c. Use of baton, chemical agents and handcuffs _____			
d. Using the pistol _____			
e. Legal and moral aspects of shooting _____			
f. Citizen arrests _____			
3. How to search a person—(males and females) in the field and in jail or lockup _____			
4. Resisting arrest; book when resistance is real _____			
5. Interference with an officer's arrest _____			
6. Removing occupants from vehicles _____			
7. Information to be gathered at time of arrest _____			
8. Transporting prisoners to station			
a. Use of auto; alone, with another officer _____			
b. Patrol wagon; when to use, following to station _____			
c. Necessity for care and watchfulness, prevent prisoner from getting behind officer _____			
d. Extra precautions for selected prisoners _____			
e. Give mileage and radio check when bringing in females _____			

	Explained	Demonstrated	Practiced
9. Department policy on recommending attorneys, bail bondsmen _____			
10. Booking and searching operations at station _____			
11. Prisoner's property control procedures _____			
12. Handling prisoners in detention facility _____			
13. Proper clearances and release procedures _____			
14. Policies and procedures in use of misdemeanor citation in lieu of arrest _____			

**IV. USE OF POLICE RADIO**

1. Use of car radio. (It is suggested that training officer do all transmitting for first few days until the recruit understands its use and proper codes.)			
a. Proper position to hold microphone _____			
b. Use normal voice _____			
c. Use of a logical accepted phonetic alphabet _____			
d. Department policy relative to placing microphone in a position that is readily available when out of car _____			
e. Be conscious of status of other cars. If another officer has something important happening, do not use radio except in emergencies _____			
f. Keep dispatcher informed of your status _____			
2. Learn radio code, phonetic alphabet and unit identification			
a. Indicate the most used and important code numbers _____			
b. The training officer should give test when he feels the recruit knows the radio codes _____			

	Explained	Demonstrated	Practiced
3. Each recruit shall be taken into the communications center for at least a 30-minute period. This should be with the approval of the shift commander. The following should be noted:			
a. Recruit should be shown how complaint dispatch cards are prepared and handled _____			
b. Shown the multiple responsibilities required of the communication section _____			
• Answering phones _____			
• Police radio _____			
• Point-to-point radio _____			
• Alarm set-up _____			
c. Explain teletype machine and general procedures _____			
d. Explain usage of the following: (if appropriate to your department)			
• "Hot Car" file _____			
• Emergency business data file _____			
• Wanted persons file _____			
• Teletype file _____			
• Stolen property file _____			
• "Status Board" and how it assists dispatchers in controlling police mobile units _____			

**V. GENERAL OPERATING PROCEDURES**

1. Use of officer's notebook _____			
2. Field interrogation _____			
3. Questioning witnesses _____			
4. Statement-taking _____			
5. Obtaining descriptions of property _____			
6. Obtaining descriptions of persons _____			

F.T.O. Initial & Dates

	Explained	Demonstrated	Practiced
7. Report-writing _____			
8. Protecting a crime scene _____			
9. Handling evidence _____			
10. Using first aid _____			
11. Obtaining ambulance, tow trucks, fire apparatus _____			
12. Taking a dying declaration _____			
13. Checking permits and licenses, buildings, liquor establishments, etc., as per department policy _____			

**VI. OFFICER'S RESPONSIBILITIES**

1. Purpose of patrol and general police responsibility _____			
2. Responsibility for crime, traffic and vice conditions on beat _____			
3. Rules affecting officer _____			
4. Types of patrol _____			
5. One-man patrol operations _____			
6. Patrol methods and techniques (day, evening and night shifts) _____			
7. Knowledge of beat; geography, persons, property, places and situations _____			
8. Observations and perception on patrol _____			
9. Developing contacts _____			
10. Follow-up instructions given by beat officer _____			
11. Officer's position in civil matters _____			
12. Relations with the public; prejudices, attitudes, etc. _____			
13. Relations with immediate supervisor _____			
14. Relations with command personnel _____			
15. Relations with investigative personnel _____			

	Explained	Demonstrated	Practiced
16. Relations with other governmental agencies_____			
17. Pitfalls to be avoided— <b>(Don't Be Compromised)</b> _____			
18. Requests for assistance _____			
19. Duties in emergency situations _____			
20. Duties in doubtful cases; consult superior officer _____			
21. Knowledge of year, makes and models of automobiles _____			

**VII. DRIVING TECHNIQUES**

1. Proper driving habits			
a. Public opinion regarding disobeying traffic laws _____			
b. Defensive driving _____			
c. Driving in inclement weather _____			
d. Proper parking _____			
2. Downtown congestion and residential driving techniques _____			
3. Answering routine, non-emergency calls _____			
4. Identification and apprehension of traffic violators _____			
a. Stopping violators so not to impede other traffic _____			
b. Use of emergency light, siren and spotlight _____			
(1) Daylight _____			
(2) Darkness _____			
c. Positioning patrol car in relation to violator _____			
5. Stopping wanted or stolen vehicles			
a. Obtain assistance and position them before making the stop _____			



	Explained	Demonstrated	Practiced
b. Where and how to park police car in relation to suspect car _____			
6. Pursuit driving _____			
7. Tailing suspects _____			
8. Driving and parking in emergencies			
a. What constitutes an emergency _____			
b. Use of emergency light and siren _____			
c. How to approach a burglary-in-progress or prowler type call _____			
(1) Proper procedures for suspect at scene or running away _____			
(2) How to arrive at assigned position			
• Need for lights out _____			
• Eliminate noise _____			
• Direct or indirect approach to scene _____			
d. How to respond to robbery-in-progress call _____			
e. How to proceed when assigned to a fire			
(1) Assist fire trucks through dangerous intersections and thoroughfares _____			
(2) Park in position where needed for traffic control _____			
• Watch for fire hydrants, hoses, etc. _____			
<b>VIII. PATROL TACTICS</b>			
1. Inspectional procedures and techniques			
a. Commercial store groups, i.e., shopping centers _____			
b. Vacation checks _____			
2. Open doors and windows _____			

	Explained	Demonstrated	Practiced
3. Finding a burglary, search of premises _____			
4. Residential burglary in progress _____			
5. Robbery in progress _____			
6. Bank alarm _____			
7. Suspicious character and prowler calls _____			
8. Searching yards and alleys _____			
9. Blockades _____			
10. Searching quadrant _____			
11. Stakeouts _____			
12. Man with a gun calls _____			
13. Conducting a raid _____			
14. Crowds, mobs and riots _____			
15. Demonstrations _____			
16. Strike duty _____			
17. General procedure when all officers are called out _____			
18. Bomb threats _____			
19. Guarding prisoner _____			
<b>IX. GENERAL INVESTIGATIONS AS THEY APPLY TO ACTIONS OF RECRUITS</b>			
1. Elements of pertinent crimes _____			
2. Preliminary investigation of a felony _____			
3. Modus operandi _____			
4. Investigation of murder, rape and assault _____			
5. Investigation of robbery _____			
6. Investigation of residential and commercial burglaries _____			
7. Investigation of safe burglary _____			

F.T.O. Initial & Dates

	Explained	Demonstrated	Practiced
8. Investigation of car theft _____			
9. Investigation of car believed to have been stolen _____			
10. Investigation of occupied suspicious cars _____			
11. Investigation of abandoned and unoccupied suspicious cars _____			
12. Investigation of stolen property _____			
13. Investigation of larcenies, shoplifting _____			
14. Investigation of purse-snatching and pickpocket _____			
15. Investigation of stolen auto accessories and theft from auto _____			
16. Investigation of stolen bikes _____			
17. Investigation of theft, all others _____			
18. Investigation of bad checks _____			
19. Investigation of frauds _____			
20. Investigation of embezzlements _____			
21. Investigation of extortion _____			
22. Investigation of counterfeiting _____			
23. Investigation of suicides and unexplained deaths _____			
24. Crime scene measurements, sketching, and photographs _____			
<b>X. TRAFFIC PROCEDURES</b>			
1. Police officer's responsibility for traffic _____			
2. Pertinent traffic laws and ordinances _____			
3. Enforcement index			
a. General explanation what it is and why it is used _____			
4. Selective enforcement _____			

	Explained	Demonstrated	Practiced
5. Recognizing traffic violation			
a. Evidence necessary for conviction _____			
b. Speeding violation _____			
c. Moving violation (non-speed) _____			
d. Equipment violation _____			
6. Approaching and handling traffic violator _____			
7. Enforcement			
a. Use of warning _____			
b. Use of citation _____			
c. Optional arrest _____			
d. When to arrest _____			
e. Use of warrant _____			
8. Parking violation enforcement _____			
9. Accident investigation			
a. Handling injuries _____			
b. Handling scene _____			
c. Locating drivers and witnesses _____			
d. Statements from drivers and witnesses _____			
e. Photographing, measuring and sketching traffic accidents _____			
f. How to determine responsibility _____			
10. How to recognize and proceed with a driving while intoxicated case			
a. Observations _____			
b. Sobriety report _____			
c. Chemical test—significance of chart or reading _____			

F.T.O. Initial & Dates

	Explained	Demonstrated	Practiced
11. Hit-run accident investigation			
a. Classification of offense _____			
b. Physical evidence left at scene _____			
c. Location of witnesses _____			
d. Possibility of following trail of evidence to responsible party _____			
e. Notify other police units of suspect vehicle _____			
12. Pedestrian violations _____			
13. Use of radar _____			
14. Vehicle identification; registration, license number and vehicle identification number _____			
15. Driver identification; operator license _____			
16. Traffic direction and control			
a. General rules of traffic control _____			
b. Standing where clearly visible _____			
c. At a street corner with and without signals _____			
d. At an accident scene _____			
e. Proper use of flares _____			
17. Police emergency escorts _____			
<b>XI. VICE CONTROL</b>			
1. Prostitution cases _____			
2. Gambling cases _____			
3. Liquor law violations _____			
4. Narcotic peddlers and addicts _____			
5. Marijuana _____			
6. Stimulant and depressant drugs; pills _____			
7. Contraband _____			

**XII. JUVENILE PROCEDURES**

	Explained	Demonstrated	Practiced
1. Juvenile involvement in crime _____			
2. Gaining respect of juveniles _____			
3. Policy in interviewing juveniles:			
a. Female juveniles should be talked to with matron present, or possibly in presence of mother, according to dept. policy and circumstances of case _____			
b. Neighborhood juveniles as a source of information. Don't endanger them by misuse of information _____			
4. Use of juvenile officers _____			
5. Selected cases _____			
a. Malicious mischief and BB guns _____			
b. Runaways _____			
c. Juvenile liquor law violations _____			
d. Glue sniffing _____			
e. Truancy _____			
f. Unfit home and child neglect cases _____			
g. Battered and abused child cases _____			
6. Juvenile gangs _____			
7. Relationship with agencies involved with juveniles; schools; recreation; welfare; probation; etc. _____			
8. Transporting juveniles to station or detention facility _____			
a. When and where, what documents are necessary _____			
b. Location and procedure on arrival _____			
c. Notification of parents _____			
9. Disposition of juvenile cases _____			

10. Juvenile traffic offender \_\_\_\_\_

11. Missing and found child \_\_\_\_\_

**XIII. HANDLING PEOPLE**

1. Questioning (constitutional rights) \_\_\_\_\_

2. Obtaining statements from suspects \_\_\_\_\_

3. Handling juvenile suspects \_\_\_\_\_

4. Wanted persons \_\_\_\_\_

5. Car prowlers \_\_\_\_\_

6. Lookouts \_\_\_\_\_

7. Beggars \_\_\_\_\_

8. Peddlers; door-to-door salesman \_\_\_\_\_

9. Loiterers \_\_\_\_\_

10. Drunken persons \_\_\_\_\_

11. Sex misconduct; exhibitionists, peeping toms \_\_\_\_\_

12. Transients \_\_\_\_\_

13. Vagrants \_\_\_\_\_

14. Missing persons \_\_\_\_\_

15. Mental cases \_\_\_\_\_

16. Injured persons and prisoners \_\_\_\_\_

17. Transporting persons to headquarters \_\_\_\_\_

18. Transporting juveniles \_\_\_\_\_

**XIV. DISTURBANCE OF THE PEACE PROCEDURES**

1. Neighborhood disputes \_\_\_\_\_

2. Family quarrels (special hazards) \_\_\_\_\_

3. Preserving the peace \_\_\_\_\_

4. Simple assault \_\_\_\_\_

	Explained	Demonstrated	Practiced
10. Juvenile traffic offender _____			
11. Missing and found child _____			
<b>XIII. HANDLING PEOPLE</b>			
1. Questioning (constitutional rights) _____			
2. Obtaining statements from suspects _____			
3. Handling juvenile suspects _____			
4. Wanted persons _____			
5. Car prowlers _____			
6. Lookouts _____			
7. Beggars _____			
8. Peddlers; door-to-door salesman _____			
9. Loiterers _____			
10. Drunken persons _____			
11. Sex misconduct; exhibitionists, peeping toms _____			
12. Transients _____			
13. Vagrants _____			
14. Missing persons _____			
15. Mental cases _____			
16. Injured persons and prisoners _____			
17. Transporting persons to headquarters _____			
18. Transporting juveniles _____			
<b>XIV. DISTURBANCE OF THE PEACE PROCEDURES</b>			
1. Neighborhood disputes _____			
2. Family quarrels (special hazards) _____			
3. Preserving the peace _____			
4. Simple assault _____			

F.T.O. Initial & Dates

	Demonstrated	Explained	Practiced
5. Nuisances _____			
6. Vehicular disturbance _____			
7. Loud noise, party, etc., complaints _____			
8. Street meetings _____			
9. Trespassing _____			
<b>XV. PROPERTY CONTROL</b>			
1. Lost property _____			
2. Found property _____			
3. Safekeeping property _____			
4. Turning in property (found and for safekeeping) _____			
5. Prisoner's property _____			
6. Deceased person's property _____			
7. Destroying property _____			
8. How to impound a vehicle _____			
9. How to release or return property _____			
<b>XVI. EVIDENCE PROCEDURES</b>			
1. Difference between evidence and property _____			
2. Evidence records and reports _____			
3. Evidence packaging, marking and storage _____			
4. Evidence to be processed by laboratory _____			
5. Documentary evidence (checks, etc.) _____			
6. Vehicles seized as evidence (processing and release) _____			
7. Disposal			
(a) Release to owner _____			
(b) Other—Auction, destroy _____			





F.T.O. Initial & Dates

	Explained	Demonstrated	Practiced
6. Landlord-tenant disputes _____			
7. Mechanic and baggage liens _____			
8. Failure-to-pay cases _____			
9. Citizen arrest request _____			
10. Information and direction _____			

**XX. INFORMATION**

1. General _____			
2. Sources of information available in district station _____			
3. Sources of information available in headquarters _____			
4. Obtaining record, warrant and vehicle checks _____			
5. Conducting record searches			
a. Alpha files _____			
b. Case (report) files _____			
c. Criminal history files _____			
d. Known offender and AKA/Alias _____			
e. Mug shot files _____			
f. Warrant files _____			
g. Accident files _____			
h. Other files _____			
6. Information and assistance available from other official agencies			
a. Local _____			
b. County agencies _____			
c. State agencies _____			
d. Federal agencies _____			
7. Sources of information on beat _____			

	Explained	Demonstrated	Practiced
8. Press relations _____			
9. Use of police library _____			

**XXI. MISCELLANEOUS RESPONSIBILITIES**

1. Handling public gatherings and parades _____			
2. Discovery of fire, duties at fire _____			
3. Abate attractive nuisances _____			
4. Cars parked in front of driveways _____			
5. Removing parked cars from private property _____			
6. Enforcing health and welfare ordinances; i.e., bonfire; dumping garbage _____			
7. Taxi ordinance _____			
8. Notifications, death messages _____			
9. Parks, waterways, game law violations _____			
10. Permits and licenses _____			

**XXII. ORGANIZATIONAL PROCEDURES**

1. Checking on and off duty _____			
2. Days off _____			
3. Overtime _____			
4. Leaves of absence, vacations, military, death in family _____			
5. Sick and injury procedures, on and off duty _____			
6. Accident in police vehicle _____			
7. Checking out supplies and equipment _____			
8. Equipment and uniform regulations _____			
9. Care of police vehicle _____			

F.T.O. Initial & Dates

	Explained	Demonstrated	Practiced
10. Repair and maintenance of police vehicles _____			
11. Discharge of firearms _____			
12. Investigation of complaints against sworn members; procedures involved _____			
13. Disciplinary procedures _____			
14. Bureau mail _____			
15. Transfers _____			
16. Performance evaluation _____			
17. Outside employment regulation _____			
18. Change of address and phone number _____			
19. Served subpoena and appearance in civil case _____			
20. Contagious disease contact _____			
21. Court appearance _____			

**XXIII. EXPLAIN THE USE AND/OR PREPARATION OF THE FOLLOWING FORMS**

1. Various field offense reports _____			
2. Vehicle accident report _____			
3. Arrest report _____			
4. Traffic citation _____			
5. Other citations and summonses, i.e. juvenile, misdemeanor, etc. _____			
6. Daily bulletin _____			
7. M.O. bulletin; crime and traffic analysis bulletins _____			
8. Stolen vehicle list _____			
9. Activity report _____			
10. Vacation, sick and injury reports _____			
11. Equipment and uniform damage or replacement claim _____			

	Explained	Demonstrated	Practiced
12. Manuals, report-writing; G.O.; rules and regulations, training; SOP's, etc. _____			
13. Business cards _____			
14. Statistical reports—daily, weekly , monthly _____			
15. Organization phone directory _____			
16. Field contact form _____			
17. Field sobriety form _____			
18. Hospital reports _____			
19. City vehicle accidents report _____			

**XXIV. LEGAL PROCESSES**

1. Obtaining complaints _____			
2. Search warrants _____			
3. Arrest warrants _____			
4. Extradition procedures _____			
5. Serving subpoenas _____			
6. Chain of evidence _____			
7. Rules of evidence _____			
8. Case preparation for court _____			
9. Courtroom testimony and demeanor _____			

**XXV. UNLISTED ITEMS  
(To be entered by FTO)**

1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			

## COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING

## FORM ORDER BLANK

**INSTRUCTIONS:** Forms to be used by agencies employing law enforcement officers may be ordered by the Commission at **no cost** by completing and submitting one copy of the order blank, Form F-17. The completed request should be mailed to: Commission on Law Enforcement Standards and Training, 3703 W. Roosevelt Road, Little Rock, Arkansas 72204.

# of Copies	Form	Title
_____	F-1	Initial Employment Report
_____	F-2	Medical Examination Report
_____	F-2a	Health Questionnaire
_____	F-2b	Confirmation of Psychological Evaluation
_____	F-3	Personal History Statement
_____	F-4	Personnel Change-in-Status Report
_____	F-4a	Personnel Separation Notice
_____	F-5	Application for Certification of Course
_____	F-6	Notice of Course Completion
_____	F-7	Application for Law Enforcement Officer Certificate
_____	F-8	Application for Instructor Certification
_____	F-10	Education and Training Record
_____	F-11	Qualifications Appraisal Guide
_____	F-12	Application for FTO Certification
_____	F-13	FTO — Weekly Progress Report
_____	F-14	FTO — Evaluation Report
_____	F-15	FTO — Field Training Record
_____	F-16	FTO — Instruction Guides
_____	F-17	Form Order Blank
_____	F-18	Attendance Roster

Request Submitted By: \_\_\_\_\_

Agency and Mailing Address \_\_\_\_\_

## COMMISSION ON LAW ENFORCEMENT STANDARDS & TRAINING ATTENDANCE ROSTER

(Please type)

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Name and Address of School, College or Sponsoring Agency

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Date(s) of Course	Total Class Hours	Course Title		
Full Name	Rank	Department	Final Score	
			(ACADEMIC)	(FIREARMS -%)

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Signature of School Director or Coordinator

Date