

SPECIFICATION S-1

S-1

TITLE: CITIZENSHIP AND AGE VERIFICATION

This requirement supplements Section 1002 (3)(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~~ must be a citizen of the United States of America and ~~shall~~ must be at least twenty-one (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 (Certificate 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 retained by the employing agency and must be available for examination at any reasonable time by representatives of the Commission.

SPECIFICATION S-3

S-3

TITLE: THE BACKGROUND INVESTIGATION

In compliance with Section 1002 (3) (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. For all law enforcement officers employed under the Act, 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.~~

RECOMMENDED PROCEDURES

1. The applicant should 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 or application form.
3. The background investigation should be conducted by an experienced officer.
4. All results of the personal history investigation should be considered confidential and processed accordingly.
5. 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 instability?
 - (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 religious or political causes?
 - (h) Appear to be honest and trustworthy?
 - (i) Demonstrate reasonable loyalty to his former employers?
 - (j) Have a good past work record indicating dependability and punctuality?
 - (k) Have a complete list of all former employers?
6. What are the applicant's reasons for seeking a law enforcement officer position?
7. Names of the spouse and close relatives may 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 obligation as a law enforcement officer.
8. It is recommended that the investigation 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.
- (9) The final step in the background investigation should be an interview with the applicant's present employer following permission from the applicant.
- (10) 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.
- (11) Background investigation results will be retained by the employing agency and must be available for examination at any reasonable time by representatives of the Commission.

SPECIFICATION S-4

S-4

TITLE: HIGH SCHOOL EDUCATION

This Specification supplements Section 1002(3) (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.

RECOMMENDED 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 accredited by the Arkansas or other state's department of education.
 - (b) Successful completion of the General Development Test.
 - (1) Applicants may be required to obtain an Arkansas certificate at the discretion of the Commission.
2. Documentary evidence of the above shall consist of a copy of official transcripts, diplomas, or G.E.D. test report forms. In unusual circumstances the Commission may be requested to accept other documentation, and in such cases the decision of the Commission shall be final. Home schooling diplomas will not be accepted unless approved by the by the Commission.
3. Copies of documents used for verification will be retained by the employing agency and must be available for examination at any reasonable time by representatives of the Commission.

SPECIFICATION S-5

S-5

TITLE: PHYSICAL EXAMINATION

This requirement supplements Section 1002(3) (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 of 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-2a or an equivalent Form will be supplied to the examining physician upon request. The medical history should include information on past diseases, injuries and operations. Commission Form F-2 or an equivalent Medical Examination Report should be utilized.
3. **VISION** –Applicant must be free of any visual defect which in the opinion of the examining physician would adversely affect the performance of duty.

(a) It is recommended that applicant possess normal color discrimination, normal depth perception and peripheral vision of at least 75 degrees in each eye.

(b) It is recommended that applicants possess uncorrected visual acuity of 20/100 or better in each eye, corrected to 20/20 in each eye, both at 16 inches and 0 feet. Vision correction, when required, may be either glasses or Contact lenses. Should have no active internal or external eye pathology. Should an eye pathology be found, the applicant should be referred to an appropriate practitioner.

(c) There should be no apparent eye deviation.

The employing agency may accept at their own risk, applicants with less than the recommended vision suggestions above.

4. **HEARING** – Applicant must be free of any hearing defect which in the opinion of the examining ~~physical~~ physician would adversely affect the performance of duty:
 - (a) Hearing may be considered normal when a whispered conversation can be heard at 15 feet.
5. For all law enforcement officers employed under the Act, 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.

RECOMMENDED PROCEDURES

1. Completion of Medical History questionnaire by the applicant. (Form F-2a or equivalent form)
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 or equivalent form 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.

SPECIFICATION S-6

S-6

TITLE: PERSONAL INTERVIEW

This Specification supplements Section 1002 (3) (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 by the department head or his representative prior to employment. ~~by the department head or his representative.~~

RECOMMENDED PROCEDURES

1. Verification of the personal interview may be indicated in the space provided on the backside of the Initial Employment Report, Form F-1, 32(h).
2. For ~~your~~ the agencies convenience, the Qualifications Appraisal Guide, Form F-11, is provided. It is not intended to replace any form used locally. It is offered only for those agencies that 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 the 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 the applicant have the tact and adaptability necessary to deal with public offenses, irate citizens, coworkers, 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?
- (3) Does the 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 will be retained by the employing agency and must be available for examination at any reasonable time by representatives of the Commission.

SPECIFICATION S-7

S-7

TITLE: PSYCHOLOGICAL EXAMINATION REPORT

Section 1002(3) (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, ~~IV (DSMIV)~~ 5th edition (DSM-5) 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 should 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 hallucinations. Any previous psychotic episodes should 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, or 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 stresses such as divorce, loss of job, business difficulty, or 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 ability to make and maintain relationships. Any history of continuous and chronic antisocial behavior.
- (h) Behavior disorders as evidenced by:
 - (1) Frequent encounters with law enforcement agencies or antisocial attitudes or behavior which, while not a cause for rejection under Regulation 1002(3) ~~(d)~~ (i) 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.

PROCEDURES

1. An actual interview and psychometric evaluation will be utilized:
 - (a) The employing agency will determine the examiner to be utilized.
 - (b) Applicants will complete any preliminary history forms required by the examiner. The applicant will provide the

examiner with a release of information to the potential employing authority.

- (c) The results of the first examination will be binding. When the original examiner determines that additional tests are needed, the additional tests or interviews will be considered a part of the original examination. If extenuating circumstances exist that create a doubt as to the validity of the results of the first examination, the employing agency may petition the Commission for the approval of a second examination to be administered by a different examiner.
 - (d) The psychometric evaluation shall include such standardized tests 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 interpreted by licensed qualified individuals to assure results.
 - (e) 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. The report will be signed by a licensed psychologist or psychiatrist designating the applicant as **RECOMMENDED** or **NOT RECOMMENDED**. The results of tests or interviews administered by licensed psychological examiners must be reviewed and countersigned by either a licensed Psychologist or Psychiatrist. The form F-26 or equivalent should be used.
 3. The evaluation will be retained by the employing agency and must be available for examination at any reasonable time by representatives of the Commission.

SPECIFICATION S-9

S-9

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 ~~480~~ 520 hours.

REQUIREMENTS

1. Successful completion of a minimum of ~~432~~ 520 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 attains a passing score of 80% on the Commission approved firearms course.
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 nine (9) months or with an approved extension, a total of twelve (12) months from the date of employment. Any requests for a three (3) month extension not received by the Commission prior to completion of the nine (9) month period will not be considered. (For exception, see Regulation 1008 (4)).
5. ~~Any law enforcement unit exceeding twenty (20) officers may 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.~~

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-13

S-13

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~~ and other topics deemed relevant by and approved by the Deputy Director of Training to provide students in the course with up to date changes in laws and procedures.
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.

SPECIFICATION S-15

S-15

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(9))
- (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. ~~Amended by Act 1472 of 1999.~~
- (c) Each applicant should 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 a college or university, approved in accordance with Specification S-8, paragraph (a), operating on a semester schedule, shall equal one education point.
- (b) Each quarter credit unit granted by a college or university, approved in accordance with Specification S-8, paragraph (a), operating on a quarter schedules, 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.
- (d) With proper documentation Certified Instructors may claim course completion credit 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 laws, 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.

GENERAL

| | | | | |
|---|----|----|----|----|
| Education Points and/or Training Points | 15 | 23 | 30 | 38 |
| 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 college English or its equivalent from a college or university, approved in accordance with Specification S-8, paragraph (a) with at least a 2.0 grade average on a 4.0 point scale. (Note: Equivalency will be determined in writing from the English Department Head of the college or university granting credit for the course)
- (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 | 30 | 45 | 60 | 75 | 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 | 420 | 360 | 300 | 240 | 210 | 210 |
| Years of Experience | 16 | 14 | 12 | 10 | 8 | 6 |

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 | 720 | 600 | 480 | 360 | 240 |
| Years of Experience | 18 | 15 | 12 | 9 | 6 |

11. PART-TIME I LAW ENFORCEMENT OFFICER

(Authorized to be employed 20 or more, but less than 40 hours per week). Refer to Regulation 1001(21).

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 or its equivalent, as required for Full-time law enforcement officers. (See Specification S-9)
- (c) Completed the twelve (12) months probationary period with the employing department. (See Regulation 1003)
- (d) Application for award of this certificate will be made on Commission Form F-7.

12. PART-TIME II LAW ENFORCEMENT OFFICER

(Authorized to be employed less than 20 hours per week) Refer to Regulation 1001 (22).

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 110 hour or its equivalent;
- (c) Completed the twelve (12) month probationary period with the employing department.
- (d) Application for award of this certificate will be made on Commission Form F-7.
- (e)

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.
- (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 110 hours of Commission approved law enforcement training prior to being appointed as an Auxiliary officer.
 - (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, 1993 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

15. CHIEF OF POLICE CERTIFICATE - (NON- MANDATORY)

In accordance with Arkansas Code Annotated § 12-9-104, the following are suggested selection and training requirements and non-mandatory basic and advanced levels of certification for Chiefs of Police.

A. LEVEL ONE CHIEF

In addition to the requirements set forth in Section 1 of this specification, a Chief of Police seeking the award of Chief of Police Certificate - Level One should:

- (1) Hold intermediate law enforcement officer certification or higher.
- (2) Complete a minimum of forty (40) hours of police supervision/management training.

- (3) Possess a minimum of two (2) years of police supervisory or management experience.

B. LEVEL TWO CHIEF

In addition to the requirements set forth in Section 1 of this specification, a Chief of Police seeking the award of Police Certificate - Level Two should:

- (1) Hold advanced law enforcement officer certification or higher.
- (2) Successfully complete police supervision and/or management course of instruction of four (4) week or more duration, such as the FBI Academy or the School of Police Supervision offered by the Arkansas Criminal Justice Institute or a comparable course such as those offered by the Southwestern Legal Foundation, Southern Police Institute, or Northwestern University.
- (3) Possess a minimum of five (5) years' experience as a police chief or staff level command officer.

C. SENIOR CHIEF

In addition to the requirements set forth in Section 1 of this specification, a Chief of Police seeking the award of Chief of Police Certificate - Senior Chief should:

- (1) Hold the senior law enforcement officer certification.
- (2) Successfully complete police supervision and/or management course of instruction of four (4) weeks or more duration, such as the FBI Academy or the School of Police Supervision offered by the Arkansas Criminal Justice Institute or a comparable course such as those offered by the Southwestern Legal Foundation, Southern Police Institute, or Northwestern University.
- (3) Possess a minimum of five (5) years' experience as police chief.

PROCEDURE

Applications for Chief's certification shall be made on Form 7a.

SPECIFICATION S-16

S-16

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) that 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(3) (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.
- (c) **FIREARMS** – Firearms training is a professional subject, therefore, a Firearm Instructor Certificate will be issued only to those officers who have successfully met Requirements 1, 2, & 3 of this specification and have successfully completed a Firearms Instructor Course approved by the Commission.
- (d) **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 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 INSTRUCTORS

1. 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 to be completed and filed a second time except to report changes or requests for certification to instruct in additional subject areas.
- ~~2. Initial certification will be for five (5) years or sixty (60) consecutive months. At the expiration of the initial certificate and every sixty (60) months thereafter, the certificate shall be renewable upon submission of an F-8 form within one (1) year of expiration of the latest certification.~~

SPECIFICATION S-17

S-17

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 Commission approved training for their appropriate level of certification before being eligible for certification as Police Traffic Radar Operator. ("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. 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.
4. A pocket-size identification card shall also be provided. ~~The certificate shall be valid for five (5) years from the date of issue. To renew the certificate for an additional five (5) years, an officer must satisfactorily complete a Radar Refresher Course. The Commission approved Radar Operators Course may be required for renewal of certification when, in the opinion of the Commission, an officer would benefit from such training. An instructor who teaches a Refresher Course may add his name to the Attendance Roster and receive credit for the Refresher training.~~
5. All certificates and identification cards remain the property of the Commission and the Commission shall have the power to recall or revoke any certificate pursuant to regulation 1015(6) ~~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.~~

6. ~~When recalling or revoking a Police Traffic Radar Operator or Instructor Certificate is necessary, the State Administrative Procedures Act will be followed.~~
7. ~~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.~~

SPECIFICATION S-18

S-18

A.C.A. 12-9-101, et seq. 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. 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, department, social security number and examination score for each student completing the course and be signed by the school director or coordinator. If the course was a seminar and no examination was given, indicate satisfactory or unsatisfactory participation.

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.

2. SUMMARY OF STEPS

- (a) Select a school director or coordinator and facilities. (See Regulation 1001(14).
 - (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.

SPECIFICATION S-19

S-19

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 full time 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, but not required, 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 attains a passing score on the Commission approved firearms training course.~~

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.

SPECIFICATION S-20

S-20

TITLE: CERTIFICATION OF SPECIALIZED POLICE PERSONNEL

This requirement supplements Regulation 1013 which establishes the authority, limitation, 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(3).
2. Must be either a Full-time or Part-time Officer as defined in Regulation 1001(20), (21), or (22) 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 Commission approved Basic Police Training Course equivalent to the course required for Auxiliary and Part-time II Officers.
5. The employing agency may require additional specialized training for job assignments such as: Jailers, Parole, Probation, Livestock and Poultry, etc.

CERTIFICATION

After completing all requirements a Commission certificate may be issued.

Specification S-22

S-22

TITLE: Certification of Marijuana Leaf Field Test Technician

The following requirements are intended to assure the Commission that Marijuana Leaf Field Test Technicians (Officers) meet minimal qualifications as to training and experience as authorized in regulation 1033 of the Regulations. The actual evaluations and inspection will remain the responsibility of the department head.

Requirements

1. Law Enforcement Experience

- a. A minimum of three years of full time experience in law enforcement is required.

2. Education

- a. Possession of a Basic Certificate

3. Training

- a. New applicants for Marijuana Leaf Field Test Technician will have completed the certification course.

4. General

- a. The Commission shall establish the minimum curriculum requirements for the Marijuana Leaf Field Test Technician Course for Law Enforcement Officer and Instructors.
- b. The Commission shall revoke certification when it is determined the Technician is unqualified, ineffective, or not complying with standardization, protocol, or training guidelines.

Validation of Certificate

1. The Marijuana Leaf Field Test Technician certificate shall remain valid from the date of issue, unless recalled by the department head and returned to the Commission.
2. The Marijuana Leaf Field Test Technician certificate will be transferable should the officer change agencies.