

TRAINING

TRAINING UNIT

Purpose: This directive establishes the protocols and operational guidelines for the North Little Rock Police Training Unit.

Policy Statement: The North Little Rock Police Department is committed to providing its member's training that facilitates the department's ability to accomplish the goals and mission of the organization as outlined in Policy Directive 01-01. The department further recognizes the need to provide training that creates an atmosphere that encourages the personal development of each member.

Summary of Changes:

Procedure:

1. Procedure

- 1.1 The Training Unit will be under the command of the Professional Development Division Commander.
- 1.2 The department will utilize a Training Committee, which will report directly to the Chief of Police. [CALEA 33.1.1e]
 - 1.2.1 The committee will be comprised of the four division commanders of the department. [CALEA 33.1.1a, b]
- 1.3 The Training Committee is responsible for determining the department's training needs and reporting the findings to the Chief of Police. [CALEA 33.1.1d]
 - 1.3.1 The committee's functions will include evaluating, updating, and revising all training through review of current and past programs with specific recommendations to the Training Coordinator concerning past and future training. [CALEA 33.1.1c]
 - 1.3.2 Discussion of specific training needs for individual divisions of the department, including training to enhance the effectiveness of each division, remedial training, training for career development, review of new laws and court decisions, review of departmental directives that pertain to or require training.
 - 1.3.3 Resources the committee will use in training program development should include staff reports, consultation with field personnel, Training Committee reports, firearms review reports, crime analysis, and response to resistance reports.
- 1.4 A Training Coordinator with the rank of sergeant or above will be appointed by the Chief of Police and will answer directly to the Professional Development Division Commander.
- 1.5 The Training Coordinator will supervise all aspects of training for the department and is responsible for the following:
 - 1.5.1 Coordination of all training within the department, which is inclusive of special unit training and divisional training and;
 - 1.5.2 Identify the training needs of the department through communication with the Chief of Police, division commanders, department supervisors, and members of the department;
 - 1.5.3 Conducting and organizing the Citizens Police Academy;
 - 1.5.4 Documentation of all training and assuring training and lesson plans are consistent with the guidelines established by the Arkansas Commission on Law Enforcement Standards and Training (CLEST), and the appropriate documentation is forwarded to the State Office of Law Enforcement Standards (OLES) for accredited training hours; [CALEA 33.1.4a]
 - 1.5.5 Assuring every class of instruction is conducted with an approved lesson plan detailing the instruction, instructor's name, course length, student rosters, and a pass/fail roster sheet.
 - 1.5.5.1 Every class will have a list of resources available to students used in the development of the curriculum. [CALEA 33.1.4c]
 - 1.5.6 The Training Coordinator will check for a list of resources required in the delivery of the program. [CALEA 33.1.4d]
 - 1.5.7 The process for approval of a lesson plan will include approval from the Training Unit Coordinator before the plan is forwarded to the Arkansas Office of Law Enforcement Standards Acadis Portal. [CALEA 33.1.4e]

2. Member Responsibilities

- 2.1 Advance notice of training will be posted listing the members that are required to attend. The training officer will document the attendance of personnel. All training will be mandatory as indicated on the advance notification; however, the Training Coordinator may allow exceptions due to excused circumstances. It will be the individual member's responsibility to schedule make-up time missed with the Training Coordinator. [CALEA 33.1.2]
- 2.2 During training classes, members will adhere to the directions of the training instructor regardless of rank.
- 2.3 Members reporting to a training class must be dressed appropriately in casual business attire or uniform except for firearms training, defensive tactics, or other specified classes.
 - 2.3.1 Instructors must dress in uniform or business attire unless instructing defensive tactics, firearms, or any other instruction class designated by the Training Coordinator.
 - 2.3.2 The designated Training Coordinator is responsible for assuring instructors and students adhere to the dress code. If a student fails to follow the dress code when reporting for training, the student will be subject to disciplinary action.
- 2.4 During training classes, members will keep cell phones on silent, out of view, and off tables. The use of cell phones is permitted during breaks or in cases of emergency.
- 2.5 All members are required to actively participate in the North Little Rock Police Department Training Program.

3. Training Request

- 3.1 All requests to attend elective training not provided by the Training Unit will be submitted on an intradepartmental communication and forwarded through the member's chain of command to the division commander for approval.
 - 3.1.1 Upon approval of the member's division commander and at the division commander's request, the Training Unit will assist with the registration portion.
 - 3.1.4 Training classes that incur expenses for tuition and travel will be coordinated through and approved by the division commander and reimbursed by the City of North Little Rock. Members and their supervisors are responsible for completing all necessary paperwork. [CALEA 33.1.3]
- 3.2 All training conducted by the Training Unit will be posted on PowerDMS for all members to register. Members will register for classes with permission from their immediate supervisor.

4. Recruit Training

- 4.1 The Training Unit is responsible for coordinating with the North Little Rock Human Resources Department in establishing the hire dates for new officers.
- 4.2 The Training Unit will conduct a basic orientation training class for new officers before their assignment to the State of Arkansas approved Basic Police Training Academy or Law Enforcement Refresher Course. [CALEA 33.2.4]
 - 4.2.1 During the basic recruit school, the training staff will explain the North Little Rock Police Department policies, procedures, and rules and regulations to the recruits.
 - 4.2.2 Departmental probationary officer training will include a curriculum based on job task analysis of the most frequent assignments of new officers. It will utilize techniques designed to evaluate competency in the required skills, knowledge, and abilities. [CALEA 33.4.2 a, b]
 - 4.2.3 The department's field training and evaluation process are an extension of the law enforcement selection process that combines pre-field training with objective evaluations to ensure the standards of a competent law enforcement officer are met.
 - 4.2.4 Upon completing basic recruit school at the North Little Rock Police Department, all recruits will be issued a North Little Rock Police identification card bearing their photograph. [CALEA 22.7b]
- 4.3 During a recruit's assignment to the training academy, the designated Training Coordinator is responsible for monitoring the progress and assuring recruits comply with the department's policies and standards of conduct. [CALEA 33.2.3]
 - 4.3.1 An orientation handbook will be issued to all recruits at the time academy training begins. [CALEA 33.4.2c]
 - 4.3.2 The Training Coordinator or designee will maintain a close working relationship with the staff of the Arkansas Law Enforcement Training Academy, Central Arkansas Law Enforcement Training Academy and the Black River Technical College, keeping the channels of communications open to monitor the progress of recruits and provide input into the academy's training program. The Training Coordinator will act as a liaison with the probationary officers who are in the academy. [CALEA 33.4.3d]
- 4.4 Upon completing the Arkansas Law Enforcement Police Academy, the recruit will report to the Training Unit for advanced recruit training.
- 4.5 The advanced recruit training will be conducted by the Training Unit.
- 4.6 During basic recruit training, a member of the accreditation team will conduct a training session with the recruits to provide details about the accreditation process. [CALEA 33.5.3a]

- 4.7 Prior to the recruitment-training program's completion, no recruit will be assigned to any position or function in which the recruit is allowed to carry a weapon or is in a position to make an arrest, except as part of the Field Training Program (FTP). [CALEA 33.4.1]
- 4.8 Prior to assuming sworn status, recruits will take and abide by an oath of office to enforce the law and uphold the United States Constitution. [CALEA 1.1.1]
- 4.9 The Training Unit will inform recruits of the Canon of Ethics. [CALEA 1.1.2]
- 4.9.1 Recruits will be required to sign a form acknowledging receipt of the Canon of Ethics.
- 4.10 Upon completion of advanced recruit training, recruits will be assigned to the Police Department Patrol Division under the FTO Coordinator's direction.

5. Field Training

- 5.1 Recruits will conduct field training in accordance with Policy Directive 06-02.
- 5.2 The designated Training Coordinator is required to assist the FTO Coordinator with any identified training needs that may be necessary to assure success in the recruit officer's training.

6. Remedial Training [CALEA 33.1.5]

- 6.1 The Training Unit is responsible for conducting remedial training for incumbent and probationary officers.
 - 6.1.1 The Training Unit will document all remedial training for probationary and non-probationary officers. [CALEA 33.1.5a]
- 6.2 The Training Coordinator or FTO Coordinator can order remedial training for probationary officers.
- 6.3 A division commander must authorize remedial training for non-probationary officers. The division commander in charge of the Training Division will schedule the remedial training; however, if the remedial training consists of firearms, the training will be immediate as mandated in Policy Directive 11-3.
- 6.4 The Training Coordinator will initiate remedial training for probationary officers within five days when the member is recommended for the activity. Non-probationary officers will be provided remedial training when available or according to PD 11-3. [CALEA 33.1.5b]
- 6.5 Remedial training will be limited to forty (40) hours for each probationary member.
- 6.6 All members referred to the Training Unit for remedial training must participate in the activity and follow all orders given by the Training Unit.
- 6.7 Any member referred to remedial training who refuses to participate, fails to attend, or arrives late for training will be subject to disciplinary action.
- 6.8 Remedial training may also be used as a function of discipline to improve member productivity and performance.

7. Required Training

- 7.1 The department requires all sworn officers to attend firearms training periodically. Officers authorized to carry a shotgun or patrol rifle are required to attend periodic training on these weapon systems in addition to their issued duty handgun. [CALEA 33.6.1a]
- 7.2 In addition to firearms training, the Chief of Police will identify other mandated courses of instruction that are needed to assure the department's ability to achieve its goals. [CALEA 33.6.1a]
- 7.3 Members will receive information regarding the accreditation process during the self-assessment phase associated with achieving initial accreditation and before an on-site assessment. [CALEA 33.5.3b]
- 7.4 The accreditation manager will receive specialized accreditation manager training within one year of being appointed. [CALEA 33.5.4]
- 7.5 Members of the North Little Rock Police Department Special Operations Teams (SWAT, SRT, CNT, and UAS) will receive training throughout the year as deemed necessary by the Patrol Division Commander. [CALEA 33.6.2]

8. Roll Call Training

- 8.1 Roll call training will be developed and utilized on a case-by-case basis to address specific issues within the department. [CALEA 33.5.1, 33.5.2]
- 8.2 The Training Unit will coordinate roll call training. The member conducting the roll call will forward documentation of the training to the Training Unit for filing purposes.
- 8.3 All roll call training will be structured in such a way as not to exceed thirty minutes.
- 8.4 The division commander in charge of the Training Unit is responsible for assuring that roll call on legal updates is conducted annually. [CALEA 33.5.1]
- 8.5 Any member can conduct roll call training with video, lecture, written exercises, or other electronic means.

9. Specialized Training

- 9.1 Officers assigned to a specialized unit (SWAT, K-9, CNT, SRT, UAS, and Bike Patrol) will receive initial specialized training respective of the unit. [CALEA 33.6.1a]
- 9.1.1 Members will receive periodic retraining and re-certification as mandated by the State of Arkansas Office of Law Enforcement Standards or as deemed necessary by the department to enhance skills, knowledge, and abilities respective to the specialization. [CALEA 33.6.1b]
- 9.1.2 Supervised on-the-job training will be conducted to enhance skills, knowledge, and abilities within the specialized unit. [CALEA 33.6.1c]
- 9.2 The Support Services Division is responsible for maintaining a list of ACIC certified personnel, both sworn and nonsworn. Members will receive periodic retraining and re-certification as mandated by the State of Arkansas.
- 9.3 Standardized Field Sobriety Test (SFST) certification training is received at the Arkansas Basic Police Academy. The National Highway Transportation and Safety Administration (NHTSA) and the International Association of Chiefs of Police (IACP) recommend the following schedule: SFST Refresher is conducted triennially, and SFST Instructor Refresher training is conducted biennially.
- 9.4 Members requesting to attend a class with limited enrollment will submit a training request through their chain of command. Selection for this class will be made by the senior staff of the department.
- 9.5 The Training Unit is required to offer classes each year to members of the department. These classes will be open to all sworn members. The topics of instruction will be determined by the Training Committee and approved by the Chief of Police. [CALEA 33.5.1]
- 9.6 Patrol officers responsible for crime scene processing will receive specialized training in criminalistics commensurate with their duties and responsibilities. [CALEA 33.6.1a]
- 9.7 Members assigned to an Investigative Unit will receive in-service training in criminalistics or other investigative techniques commensurate with their assigned duties and responsibilities. [CALEA 33.6.1a]
- 9.8 Members selected for assignment to the K-9 Unit must complete a training course with their assigned canine and be certified by a State of Arkansas K9 Certifying Official before assuming the duties of a K-9 Officer. [CALEA 33.6.1a]
- 9.9 Members selected for assignment to a specialized unit such as SWAT, SRT, UAS or Crisis Negotiations will receive in-service training commensurate with the requirements pertinent to the assignment. [CALEA 33.6.1]
- 9.10 In the event a division commander arranges for outside instruction for a specialized unit or member, the division commander, will ensure documentation of the training is forwarded to the Training Unit.
- 9.11 Specialized classes for non-sworn members will be identified by their respective division commanders. Upon identifying training needs for their non-sworn personnel, the division commander will forward this information to the Training Unit. The Training Coordinator is then responsible for assuring the training is provided.
- 9.12 All newly appointed civilian personnel will attend an orientation program introducing them to the department. This orientation program includes an explanation of the following: [CALEA 33.7.1]
- 9.12.1 The department's role, purpose, goals, policies, and procedures; [CALEA 33.7.1a]
- 9.12.2 Working conditions, rules and regulations; and [CALEA 33.7.1b]
- 9.12.3 Rights and responsibilities of employees. [CALEA 33.7.1c]
- 9.13 There are no positions for civilian members that require pre-service training. All civilian members will receive in-service training/orientation commensurate with their placement. Training officers and the civilian's supervisors will conduct in-service training. [CALEA 33.7.2]

10. Continuing Training

- 10.1 The North Little Rock Police Department is committed to career-long training for all members.
- 10.1.1 The department will provide continuing training opportunities each year.
- 10.1.2 Some of the training will be mandatory, and some elective classes will be offered as designated by the training coordinator.
- 10.2 The goal is to require a minimum of twenty-four (24) hours of training for each sworn member each year.

11. Instructor Qualifications

- 11.1 Sworn officers assigned to the Training Unit must be certified Professional and Firearms Instructors through the Arkansas Commission on Law Enforcement Standards and Training.
- 11.1.1 While attending the instructor development class, members are taught lesson plan development, performance objectives, instructional techniques, testing, evaluation techniques, and resource availability. [CALEA 33.3.1a-e]
- 11.2 Guest instructors training sworn personnel must meet the standards of either the Arkansas Commission on Law Enforcement Standards and training, the certifying organization of any other state for Professional or Specialized Instructor or be a subject matter expert in their field. All guest instructors must provide written biographical information documenting their training and experience relevant to their subject.

- 11.3 All classes which are eligible for certification by the Office of Law Enforcement Standards (OLES) will have a lesson plan which details the topic, objectives, training aids, method of instruction and instructors. To receive CLEST course certification, OLES requires all information to be electronically submitted through the CLEST Acadis Portal. The Training Unit staff is available to assist with the submission.
- 11.4 Instructors will use such methods as debate, discussion groups, seminars, field experiences, problem-based learning, lecture demonstration, and simulations while teaching courses to members of the department. [CALEA 33.1.4b]

12. Documentation of Training

- 12.1 The Training Unit is responsible for maintaining all training documentation.
- 12.2 Training records will be maintained in a readily accessible format.
- 12.3 The Training Unit will also maintain an electronic database that will accurately record each member's training classes.
- 12.3.1 The Training Unit will immediately update the employee's training file upon completing of each training class administered by the Training Unit. [CALEA 33.1.6]
- 12.3.2 Employees attending certified training classes administered by outside agencies will provide the Training Unit with adequate documentation certifying their attendance for the course and a complete course description. Employees must submit the documentation mentioned above to the training unit to have their training records updated.
- 12.4 Any formal training administered by members of the SWAT team, Crisis Negotiations Team, UAS team, or SRT team will include a lesson plan and attendance roster. These will be submitted to the Training Unit to update individual training records. [CALEA 33.6.2]
- 12.5 Every training class presented by the Training Unit will have a class file containing a detailed lesson plan, attendance roster, instructor's name, and results of any written or oral examinations used in the training process. [CALEA 33.1.4f], [CALEA 33.1.7 a, b, c]
- 12.5.1 The Training Committee will evaluate lesson plans and related records regarding retention on an annual basis. [CALEA 33.1.7d]
- 12.5.2 Attendance rosters will indicate the name of the course, name and CLEST ID of attending officer, date of completion, and results (Pass / Fail) of any tests given.
- 12.6 Members of the department are responsible for assuring their individual certifications are kept current.
- 12.7 Members of the department are responsible for requesting their individual certifications through the Office of Law Enforcement Standards. Requirements for obtaining individual law enforcement certifications can be found at: <https://www.clest.org/Websites/clest/images/S-15.pdf>
- 12.7.1 Members are required by CLEST Regulation 1010 to apply for their Basic Police Certificate upon their one-year anniversary of basic police academy graduation. At the discretion of OLES, members may be decertified for failing to obtain their Basic Police Certificate within 15 months of their police academy completion date.
- 12.8 CLEST requires members to obtain and maintain a current Acadis Portal Account. The Acadis Portal is located at the following URL: <https://portal.clest.org/AcadisViewer/Login.aspx?ReturnUrl=%2fAcadisViewer%2f>
- 12.9 The state issues members a randomly generated number. This 8-digit number is called the CLEST ID. CLEST no longer recognizes the use of Social Security Numbers in records keeping.

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