

# JACKSONVILLE POLICE DEPARTMENT

Policy: 8-3

Effective: 01-01-09

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## TRAINING & TRAINING REQUIREMENTS

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**PURPOSE:** Training has often been cited as one of the most important responsibilities in any law enforcement agency. Training serves three (3) broad purposes. First, well-trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, it fosters cooperation and unity of purpose.

**POLICY:** It is the policy of this Department to provide appropriate and quality training for its employees. Training is one of the most important responsibilities of a law enforcement agency. From the time police officers are initially hired until the end of their careers, training impacts every aspect of their job. The training program of the Jacksonville Police Department has as its goals:

- A. Providing police personnel with the skills, knowledge and abilities needed to act decisively and correctly in a broad spectrum of situations.
- B. Informing personnel in a timely manner of continuing changes in law or departmental procedures.
- C. Enhancing performance of officers on all duties prescribed by law, and correcting noted deficiencies by remedial training.
- D. Developing leadership potential in supervisors through training in advanced command training programs.

### PROCEDURES:

#### I. RESPONSIBILITIES

- A. While training is a continual, never ending process involving all employees of this Department, the overall training function is a primary responsibility of the Training Section. This responsibility will include at a minimum:
  1. Training for both sworn and civilian personnel;
  2. Planning and developing training programs;
  3. Notifying personnel of required training and training that is available to Department personnel;
  4. Assuring that training programs are attended; and
  5. Maintaining liaison with the Arkansas Law Enforcement Training Academy (ALETA), Criminal Justice Institute (CJI), and other sources of training.
- B. The responsibilities of the individual officer will include, at a minimum:
  1. Applying for and receiving forty (40) hours of training annually. Training must be job related and approved by the Training Section to count towards the forty (40) hour minimum requirement.
  2. Keeping up with expirations on certifications and notifying the Training Section within ninety (90) days of expiration. This will allow the Training Section ample time to find a refresher course or submit recertification paperwork to the Commission on Law Enforcement Standards and Training (CLEST).
  3. Forwarding a copy of the training certificate to the Training Section.