

JACKSONVILLE POLICE DEPARTMENT

Policy: 8-3
Effective: 01-01-09
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TRAINING & TRAINING REQUIREMENTS

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.

II. CERTIFICATION

Every officer, including the Chief of Police, employed by this Department must satisfactorily complete the Basic Police Training Course within nine (9) months from the date of appointment. Enrollment in this course will be completed by the Training Section and the employee will be notified of the dates to report for training. (3.18)

- A. If an officer has had previous certified law enforcement training consisting of three hundred sixty (360) or more hours, this may be accepted in lieu of a basic course upon completion of a one-week refresher course presented by ALETA.
- B. An officer who fails to satisfactorily complete the training requirements within nine (9) months will not be eligible for retraining nor certification for twenty-four (24) months following the failure of the training course or the date of expiration of the probation period, unless waivers are granted by CLEST.
- C. 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 nine (9) month probationary period, unless waivers are granted by CLEST.
- D. Should an officer fail to meet the minimum training requirements for a second time, he will not be eligible for certification as a Law Enforcement Officer in the State of Arkansas.

III. REQUESTS FOR TRAINING

- A. Employees desiring to attend training will adhere to the following procedures:
 - 1. Complete the Jacksonville Police Department Request for Training Form (JPD Form 8-3) in its entirety;
 - 2. Attach a course synopsis to the form; and
 - 3. Submit the training request through his chain of command no less than seven (7) days after the announcement of the class.
- B. The training request must be approved by each member of the employee's chain of command. Training that does not require the disbursement of funds other than fuel and salary can be approved at the shift/section level. Training that requires disbursement of funds for course fees, travel, lodging, per diem, etc. must be approved by the Chief of Police. Disapprovals will be forwarded directly to the Chief of Police for review and final approval or disapproval.
- C. The department member seeking training is responsible for reserving seating and making any other arrangement necessary to attend the training. If the training requires registration with agency sponsorship, JPD Form 8-3 will be forwarded to the Training Section.
- D. When an employee applies for training that requires additional registration forms, these forms will be completed by the employee and attached to the JPD Form 8-3.
- E. Per Diem Rates: This Department will utilize the Per Diem Rate Plan when allowing for lodging and meals and as authorized by the City of Jacksonville's Personnel Policy Manual. In cases where a meal(s) is provided by the attended function's sponsors, no allowance will be paid for such meal(s). All travel expenses and required reports will follow the City of Jacksonville Personnel Policy Manual.

IV. TRAINING ATTENDANCE REQUIREMENTS FOR PERSONNEL (2.16)

Attendance to required or approved training programs will be considered a duty assignment. Personnel scheduled for such training will be required to attend unless prior approval is obtained through their Supervisor.