



Training Directive	Related Policies:
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable Arkansas Statutes § 12-9-101 through § 12-9-603	
CALEA Standard: 33.5.1; 33.6.1	
Date Implemented:	Review Date:

- I. **Purpose:** The purpose of this policy is to direct continuous training for the members of this department as well as the essential documentation of said training.
- II. **Policy:** It is the policy of this department to provide officers with continuous training on recurring, high risk, critical tasks that an officer will encounter.
- III. **Definitions**
 - A. **High Risk Critical Tasks:** These tasks include:
 - i. Tasks that the final policy maker of the department knows to a moral certainty that officers will face;
 - ii. The task is made easier with training or the policy maker knows that officers have historically made mistakes; and
 - iii. The wrong decision with respect to the task will lead to a physical or a constitutional injury.
- IV. **Procedure: Each member of the department will receive an annual block of training on each of the high-risk critical tasks in law enforcement including:**
 - A. Annual Training
 - i. Use of force (Response to Resistance) to include qualification/certification of any weapons or special equipment the officer may utilize.
 - a. Firearms training must be conducted, at a minimum, once per year.
 - b. Firearms training must include low-light shooting as well as decision-making scenarios.
 - c. **Firearms training must meet all other requirements promulgated by Arkansas Law Enforcement Officers Training and Standards Commission.**
 - ii. Motor Vehicle Pursuit Training for each sworn officer and dispatcher under the control of the department

- iii. Emergency operation of vehicles
- iv. Search and seizure/arrest
- v. Care, custody, restraints and transportation of prisoners
- vi. Domestic violence & Department Employee involved Domestic Misconduct
- vii. Off-duty conduct of officers/ Off-duty paid details
- viii. Sexual harassment/ External Sexual Misconduct by Officers
- ix. Complaints and internal affairs investigations
- x. Special Operations: SWAT; Narcotics, High Risk Warrants Service (For Personnel who may be faced with this issue)
- xi. Dealing with the disabled including the mentally ill, emotionally disturbed persons, and persons with diminished capacity/excited delirium.
- xii. Biased based policing

B. Specialized Training

- i. All officers who are promoted or receive a functional re-assignment shall receive training related to skill development for their new position

V. Documentation: All training shall be documented in the following manner:

- A.** Each officer shall have a training file that indicates the training programs received by the officer to include:
 - i. Subject matter of the training
 - ii. Date of the training
 - iii. Number of hours
 - iv. Proficiency scores where applicable
- B.** Department files will contain a lesson-plan and outline of each in-house training session which indicates the following:
 - i. Subject matter
 - ii. Lesson plan
 - iii. Course objectives
 - iv. Course content
 - v. Handout materials
 - vi. Dates training was given
 - vii. Instructor of training
- C.** Department will also retain as part of department records, documentation relating to any external program an officer attends as part of continued training.
- D.** The department will maintain a file on all training required by state mandate and shall document that training in accordance with this policy.