


# FORT SMITH POLICE DEPARTMENT

## POLICIES AND PROCEDURES

SUBJECT	Recruit Academy Training		
NUMBER	1102.10	EFFECTIVE DATE	June 14, 2001
SCHEDULED REVIEW DATE	Annually beginning January 1	ISSUE DATE	June 14, 2001
DATE REVIEWED		REVISION DATE	March 29, 2023
APPROVED BY		CALEA STANDARDS	LE 33.2.2; LE 33.2.3; LE 33.4.1

### I. Purpose and Scope

- A. The purpose of this policy is to define the relationship between the Fort Smith Police Department and state-approved law enforcement training academies as well as to specify the training to be received by all newly-hired officers prior to attendance at the academy.

### II. Policy

- A. Law enforcement agencies have an obligation to provide a professional standard of law enforcement to their communities. In fulfilling this responsibility, and in compliance with the mandatory basic training requirements for law enforcement officers, as described in Arkansas § 12-9-106 et. seq. regarding selection and training requirements, the Fort Smith Police Department will utilize the state-approved law enforcement training academies for the purpose of providing basic training to all recruit officers. The Fort Smith Police Training Center (FSPTC) is one of the state-approved academies.
- B. The Fort Smith Police Department (FSPD) will provide recruit training (orientation) to newly-hired officers, prior to the officer's assignment to the academy.
- C. In compliance with CLEST Regulation 1002, a CLEST approved Basic Police Training Course, or other training as mandated by CLEST, must be **completed** within nine (9) months of employment.
- D. Prior to the beginning of a new Police Academy, all students shall undergo a criminal history check within 90 days of the start of an academy. Sworn members of the Fort Smith Police Department will have this conducted during their hiring process.

### III. Procedure

- A. No employee of the Fort Smith Police Department shall be put in a position that requires them to carry a weapon, enforce the law, or make arrests without successfully completing a basic police training course recognized by the Arkansas Commission on Law Enforcement Standards and Training, unless they are in a "Field Training" status under the supervision of a Field Training Officer. All newly-hired officers will be directed to report for duty two weeks prior to the beginning date of the academy session in which they are scheduled to

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attend, unless they are beginning Field Training prior to their academy session, at which time they would report for duty as directed.].

- B. The two-week orientation will consist of an orientation session that includes an overview of the Fort Smith Police Department, the functions of each division within the Department, an introduction to the local criminal justice system, and an introduction to firearm safety and qualifications. Uniforms and related equipment will also be issued during this period. A portion of the orientation will be dedicated to describing Fort Smith Police Department policies and procedures, specifically including policies concerning response to resistance, pursuit driving, and sexual harassment in the workplace. New officers will also go on “ride-alongs” with a patrol officer, to introduce them to police work in general. The ride-along will be waived if they are beginning Field Training immediately following orientation.
- C. The Fort Smith Police Department's Training Coordinator shall be responsible for maintaining a positive working relationship with the staff of the state-approved law enforcement training academies. He/She shall serve as the primary liaison between the FSPD and the academies. The purpose of this relationship is to facilitate input by the FSPD into the academy curriculum and related issues as authorized by Arkansas § 12-9-107 et. seq. The intent of this relationship with the academies is to ensure that police officers receive the required training as set forth by the Arkansas Commission on Law Enforcement Standards and Training.
- D. Arkansas § 12-9-206 et seq. mandates that the Arkansas Law Enforcement Training Academy furnish, without cost to its students, meals, lodging, laundry services, and other necessary services while attending the academy. Accordingly, the Fort Smith Police Department will be responsible for paying full salaries and benefits for its officers while they attend the academy. The Fort Smith Police Department will provide transportation to and from the academy if they are attending an academy other than the FSPTC. Newly-hired officers are considered full-time employees of the City of Fort Smith and shall therefore be provided with full liability coverage as well as workers' compensation coverage while attending the academy.
- E. As part of our Law Enforcement Training, recruit officers will be subjected to multiple days of practical-based exercises that are relevant to the teachings of our CLEST certified academy. The learning objectives for these practical exercises will be included in the lesson plan submitted to CLEST for approval. Certified Law Enforcement Instructors will oversee each active practical exercise to ensure quality, applicability, and safety. During practical exercises, daily briefings will be held with Instructor staff to assess potential risks or concerns based on their observations. As an added safety measure, all Instructors and students will be advised that the word “Instructor” is the universal signal that the scenario has concluded. Each student will be required to participate in all scenario-based training to the observing Instructor's satisfaction. Since practical-based exercises can often be accomplished in a variety of ways; the Fort Smith Police Training Academy will afford a grade of “Pass” to students that successfully participate in all practical exercises. The Fort Smith Police Training Academy will only use outside volunteers in cases of extreme need and that decision will be determined by the Training Coordinator or their designee. In the event that outside volunteers are used, approval by the Chief of Police and Release of Liability Waivers will be required for all participants. Thorough debriefs will occur at the end of each scenario by a Certified Law Enforcement Instructor to include, good/bad points, safety issues, missed opportunities, and any other positive or negative aspect observed by the Instructor. Although the Fort Smith Police Training Academy strives for the safest possible environment, the potential for injury is still of concern. Any injury during practical exercises to a Fort Smith Police Department employee will be subjected to the reporting requirements listed in the City of Fort Smith Human Resources Handbook. Any employee from outside of the Fort Smith Police Department will be immediately referred to a representative of their

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agency in order to complete that agency's required injury paperwork. In the event of serious injury, appropriate aid will be rendered prior to the completion of any paperwork regardless of the employee's agency.

- F. Upon request from the academies, other training facilities, or organizations, the Fort Smith Police Department's Training Coordinator is authorized to coordinate efforts with those agencies in order to provide suitable training facilities (if available), staff and instructors, and/or any other resources for training purposes. The Fort Smith Police Academy will also gather and release training data to agencies upon request.
- G. During the orientation period at the beginning of each new recruit training class, the academy staff provides each student with a Basic Student Handbook. This handbook provides each student with information that describes the academy's organization, rules and regulations, and the academy's testing and evaluation system. The handbook also explains the recruit's participation in the physical fitness program and the subsequent testing to record improvements. Along with the Basic Student Handbook, the new recruit will be given a class schedule detailing the daily training schedules for the duration of the academy. At the conclusion of the Fort Smith Police Training Academy, students will be given an evaluation form designed to provide feedback to Academy Staff in regards to course content, instructors, and the facilities. A similar copy of this voluntary evaluation will also be given to the CEO of record for any outside agency that registered student(s) for the academy. Returned student and agency evaluations will be emailed to FSPD Training Unit Staff for review. These evaluations will be used by Instructors for future class consideration, preparation, and updates to their respective classroom and practical areas of instruction. The evaluations will also be reviewed by the Training Committee for consideration of changes, updates, additions, or subtractions to Academy curriculum and reported to the Chief of Police.
- H. The Fort Smith Police Training Academy uses a variety of measures to ensure that security concerns are addressed. During Academy orientation, all students will be briefed on these matters. The Training Center building exterior is secured twenty-four hours a day by means of an electric door card system. In addition to the exterior, many interior doors are secured by the same door card system. All Academy students from outside agencies will be issued a temporary identification badge which will be preprogrammed with select necessary access. Academy students employed by the Fort Smith Police Department will be issued permanent identification badges with appropriate door access. Doors within the building that are not secured by a door card system are locked by a physical key. Only members of the Fort Smith Police Department assigned to the Training Unit will have a key to access locked doors. Areas of the building secured by a physical locking mechanism include the Police Use of Force/Driving Simulators, Classrooms, Armory, Maintenance Room, and Staff Offices. These locks are in place to protect equipment, limit access to firearms/ammunition, contain potentially hazardous materials, secure sensitive areas of the building, and store records/documents. The Training Center is also equipped with a camera system that views open areas of the building for added security. All rooms of the building, including student classrooms, contain a mounted telephone which is to be used in the event of emergencies or to summon assistance. A building evacuation plan placard is visible from several locations within the building and is accompanied by illuminated "EXIT" signs. These security measures will be evaluated annually by the Training Coordinator or their designee.
- I. Annually, the Training Sergeant or their designee will conduct a Needs Assessment pertaining to currently taught curriculum. This assessment will, at a minimum, address whether or not there is enough classroom space for taught classes, if the Academy Instructors have adequate office space, and if our non-classroom facilities meet our overall training goals for the year. The annual Needs Assessment will be submitted in writing to the Training Coordinator for review.

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- J. To ensure safety and unnecessary injuries; Instructors who teach classes that involve outdoor activities will be responsible for monitoring weather conditions leading up to their class. The Instructor for the class will watch for extreme weather including, but not limited to, heat, cold, lightening, fog, snow, ice, or any other climate-related concern. If the Instructor concludes that potential weather poses an unnecessary risk, they will immediately contact the Training Coordinator or their designee and provide them with the alternative plan for the class. The Training Coordinator will also aid in locating more appropriate accommodations, a new class time, or a new class date if other alterations are not feasible. If an Instructor fails to notify the Training Coordinator of adverse weather concerns, the Training Coordinator reserves the authority to make appropriate changes in the interest of safety.
- K. In an effort to provide the best learning environment possible; Instructors should watch for distracting students and behaviors. After appropriate warning to the offending student(s), the Instructor holds the authority to remove disruptive, distracting, or non-participating students from their class. If an Instructor removes a student from class, they should direct that student to the Training Sergeant so that appropriate actions can be taken. All students will be subjected to progressive discipline as outlined in their FSPDTC Academy Handbook.
- L. In an effort to ensure the continued quality of Academy classes; Instructors will be subjected to initial observation upon completion of an Instructor Development course by an experienced Instructor. Active Instructors will also be monitored biennially by an experienced Instructor as a means of quality control. Initial and biennial monitoring will cover, at a minimum, Instructor preparedness, Instructor knowledge related to the topic, Instructor presentation, and the students' response to the Instructor. An approved FSPD form will be used to rate Instructors on various areas during initial and biennial monitoring. The rating scale will be from one to five (1-5) with five (5) being the highest for each monitored area. A rating of one or two (1-2) will be considered "Unsatisfactory", three (3) will be "Acceptable", and four or five (4-5) will be "Outstanding". Any Instructor who has an overall average rating that falls below three (3) will be subjected to further monitoring, additional Instructor training, or removal of the Instructor from future classes at the discretion of the Training Coordinator. The approved FSPD monitoring form will be made available to all members to ensure that raters and those being rated are aware of the expectations. Each topic area on the monitoring form will be accompanied by a grading rubric to aid in appropriate rating. All completed monitoring forms will be submitted to the Training Coordinator for review.
- M. In an effort to provide the best possible learning environment; Academy students often engage in high-risk training. The lead Instructor for all high-risk training will be responsible for designating one or more individuals, preferably other Instructors, as "Safety Personnel". Safety Personnel will hold the authority to approve continuation or discontinue all activities related to the training if they deem it unnecessarily hazardous. These individuals must remain constantly vigilant and adaptive as high-risk training can escalate out of control quickly. The lead Instructor should pick Safety Personnel that are adequately trained in the high-risk area of instruction. The high-risk Safety Personnel policy will be reviewed annually. Lead Instructors and/or Safety Personnel shall check each participant of the high-risk training for adequate and properly utilized safety equipment. Prior to the high-risk training, the lead Instructor and/or Safety Personnel should check the training area or facility to ensure an overall safe environment. This safety check should also include any equipment to be used during the training. The lead Instructor for high-risk training shall be a well-trained subject matter expert with a current certification in that field (if applicable). No Instructor shall teach any class unless they hold proper and current certification. Each high-risk training will be constructed in a lesson plan for approval by the Training Coordinator and CLEST prior to being taught as part of the Academy. No training, including high risk training, will be conducted without a class approval notification from CLEST and approval

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by the Chief of Police. Any high-risk training that receives an approval from CLEST must be taught in alignment with the lesson plan that was approved. Any alterations, additions, or subtractions to high-risk training content must be updated in the Academy lesson plan and resubmitted to CLEST for approval. High-risk training that is conducted in the Fort Smith Police Training Academy includes:

1. Defensive Tactics
2. Physical Fitness
3. Firearms
4. Motor Vehicle Operations
5. Tactical Operations

N. Instructors are additionally tasked with the overall safety of any class that they instruct whether it be manmade, weather, or acts of horseplay. Instructors shall continually monitor classroom settings and general student welfare.

1. The Fort Smith Police Training Center employs members and Instructors who possess current First Aid/CPR certification. At least one person on-site will possess valid certifications in emergency care at all times during operating hours. An AED is located in a clearly marked box on the wall near the main classrooms.
2. In the event of an audible or visual alarm, excluding tornado sirens, Instructors will direct students to the nearest exit. Emergency exit plans are located throughout the building and illuminated "EXIT" signs are placed at all exit doors. The emergency exit plan also shows the location of fire extinguishers. Once outside, students and staff will convene in the grass area on the east end of the property beyond the parking lot. Squad Leaders will be responsible for checking the status of all students within their squad and reporting that information to a staff member or Instructor.
3. During times of severe weather, Instructors shall move students to the designated "Safe Room" located within the building. This room is clearly marked on all posted emergency exit plans. In the event that staff and students are away from the building at the time of severe weather, they shall report to the nearest storm shelter located throughout the city.
4. Entry points to the Fort Smith Police Training Center are locked all hours of the day by a magnetic door card system. The doors will remain locked at all times to minimize the likelihood of infiltration by unauthorized, dangerous, or violent individuals. In the event that threats to the facility, staff, or students are made known, the appropriate response teams will be notified (E.g. Fire, EMS, SWAT, etc.). Access to the building will be restricted to those with legitimate business only. Members of the department will be made aware of the threat and requested to increase visibility in the area to help deter any actual attempts. During an instance of immediate threat; Law Enforcement personnel staffed at the Training Center will be expected to carry out Police functions necessary to preserve life and minimize loss or damage to allocated resources.
5. Student health and wellbeing is a great priority at the Fort Smith Police Training Academy. It is the duty of all members of this department who interact with Academy Students to watch for signs or indications of bullying or hazing. Member of the Fort Smith Police Department will, under no circumstance, condone, participate in, or allow bullying or hazing to occur. Any member of the Fort Smith Police Department that

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witnesses bullying or hazing shall immediately stop the action and notify the Training Unit chain of command for proper handling of the situation.

- O. The Fort Smith Police Department strives to employ Instructors that are subject matter experts. Since these Individuals are the most qualified in their fields, the regulation and use of training aids will be at the discretion of the lead Instructor for any class taught. It is that Instructor's responsibility to make prior arrangements with the Training Coordinator to ensure that all needed supplies are available. Training aids include but are not limited to computers, handouts, weapons/ammo, less-lethal weaponry, exercise equipment, office supplies, vehicles, or any other item deemed necessary by the lead Instructor.
- P. In addition to the academy's basic training program, the recruit shall participate in a sixteen-week Field Training Program. A portion of this training shall be dedicated to providing the recruit with comprehensive instruction covering all Fort Smith Police Department Policies and Procedures, to include training on the Department's policies governing response to resistance, pursuit driving, and sexual harassment in the workplace.

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