

**LITTLE ROCK POLICE DEPARTMENT
GENERAL ORDER**

G. O. 207 TRAINING DIVISION GENERAL PROVISIONS

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I. Purpose

- A. The purpose of this General Order is to familiarize all members of the Department with the Training, the services available to them, and the rules and guidelines that apply when they are attending training classes, ordering equipment, using the range, or conducting any Departmental function which involves the Training Division.
- B. The purpose of the Training Division is twofold. Training shall be provided to accommodate Department needs and in the interest of self-improvement of employees. The Police Personnel Background & Recruiting Unit will recruit the most qualified individuals possible for the position of police officer.

II. Scheduling

- A. Any officer who wants to reserve a range or classroom should contact a member of the training staff (Lieutenant, Sergeant or Officers).
- B. On Wednesdays, as needed, the range will be open for individual officers who wish to practice on their own.
- C. Advance notice of all personnel required to attend scheduled training programs shall be distributed to all Division Commanders who shall see that this information is disseminated to affected personnel.
- D. Personnel who are unable to attend a training class must be re-scheduled by their immediate supervisor. The Training Division Commander or his designate may grant exceptions, for reasonable excuses of conflicting nature (i.e., court appearances, illness, Departmental business of an emergency or serious nature, personal emergencies). Excessive absences of required training shall be brought to the attention of the Office of the Chief of Police by the Training Division Commander.

III. Attendance Requirements

- A. Attendance of personnel at Departmentally sponsored training programs shall be documented by the Training Division Records Specialist and will become a permanent training record.
- B. Personnel who attend training classes are expected to be on time. Personnel who are late may be refused training for that day at the discretion of a Training Supervisor. The tardy officer's Division Commander will be notified.

- C. Personnel attending or instructing any Departmental classroom training or Departmentally sponsored classroom training will ordinarily be required to wear the proper police uniform or appropriate business attire. The Training Division Commander may prescribe other attire as may be appropriate for other training exercises and venues.
- D. Personnel who miss more than 10% of any training course shall not receive credit for the course. Failure to complete required training courses will be documented as “incomplete” and no credit will be given. Information concerning personnel receiving an “incomplete” for required training courses shall be brought to the attention of the Office of the Chief of Police by the Training Division Commander.
- E. It shall be the responsibility of the course coordinator to ensure that personnel required to attend a designated class are present. The class coordinator shall document any absences.
- F. The class coordinator is responsible for ensuring that a class roster is completed for all persons attending. The roster shall include at least the names of those attending, rank, social security number and employee number.
- G. The course coordinator shall ensure that all documentation of personnel successfully completing a training course is submitted to the Training Division Records Specialist for updating of individual training files. The Training Division Records Specialist shall ensure that proper documentation is forwarded to Arkansas Commission on Law Enforcement Standards and Training (CLEST).
- H. Instructors may remove any disruptive or non-participating student by notifying any Training Division Supervisor. The supervisor will notify the Training Division Commander, or designee, who will make a determination whether the student will be able to continue the training course. If the student is dismissed from the training course, his/her Division Commander will be notified of the dismissal and the actions of the student.

IV. Student Code of Conduct for All Little Rock Police Department Training

- A. Conduct between students - Conduct between students shall be respectful and courteous at all times. Students will treat each other in a fair and equitable manner at all times. Any words or acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, may be grounds for dismissal from the training and/or further disciplinary action.
- B. Conduct between students and Training staff - Courtesy and professionalism shall be extended at all times between the Training Division staff and the students.
- C. Conduct of the student during an investigation –
 - 1. When a disciplinary infraction or other incident is suspected, the Training Division Commander will notify the Police Department Chain of Command and the investigation will be handled in accordance with Little Rock Police Department General Order 211– Internal Investigations, Citizen Complaints and Disciplinary Actions. Investigations that involve police recruits will be conducted in the same manner as that of sworn personnel.

2. Any student removed from class for any reason must report directly to the Training Commander or Assistant Commander. The student must have approval from the Training Commander or Assistant Commander in order to return to class.
 3. Students and staff shall cooperate during any phase of an investigation.
- D. Sexual and other forms of unlawful harassment - Sexual or any other form of unlawful harassment, as defined by the City of Little Rock Administrative Personnel Policy and Procedures Manual, is prohibited and will not be tolerated. All Police Department employees shall be governed by General Order 212 - Harassment in the Workplace.
- E. Hazing - Hazing in any form is strictly prohibited by the Training Division by students, as well as instructors. Hazing is defined as an initiation process involving any subjection to harassment or ridicule.
- F. Physical activity not job or training related – Students are prohibited from engaging in any conduct or participating in any activities, not job or training related, that would be considered a danger to their or another's well-being. Horseplay is not allowed in the Training Division.
- G. Health and safety issues - It is the responsibility of both students and staff members to report any health or safety issues immediately to the class instructor or any Training Division staff member for the purpose of correction.
- H. Plagiarism and copyright infringement –
1. The materials distributed by the Little Rock Police Department's Training Academy are the property of the Little Rock Police Department and are not to be published, duplicated or distributed without the consent of the Department.
 2. Instructors using materials subject to copyright shall comply with all terms set forth protecting the material.
 3. No instructor shall present any material without properly citing the sources and at no time shall they present the materials of another as their own.
- I. Appropriate and inappropriate behavior - All students and staff members shall conduct themselves in such a manner that will not reflect negatively on themselves or the Little Rock Police Department.
- J. Procedures for reporting and handling violations of the code of conduct - Any student observing a violation of the code of conduct can report this violation to any Training Division Supervisor. Reporting of the violation can be in writing or verbally, depending upon the seriousness of the violation.

V. Lesson Plans

- A. A current and approved lesson plan shall be required for all training classes provided by the Little Rock Police Department. The purpose of the lesson plan is to ensure the topic of the presentation is thoroughly and accurately presented. All lesson plans will be submitted in the following format:
1. Agency Title;
 2. Course Title;
 3. Objectives;
 4. Time Length;
 5. Training Aids;
 6. Handouts or pamphlets;
 7. References;
 8. Prepared by; and,
 9. Date prepared.
- B. The body of the lesson plan is made up of three sections:
1. Introduction;
 2. Presentation of body content; and,
 3. Summary or conclusion.
- C. Lesson plans shall contain statements of performance related objectives:
1. Focusing on the elements of skills, knowledge, and ability for which formal training is needed;
 2. Provide clear statements of what is to be accomplished;
 3. Indicating any skills that must be demonstrated; and,
 4. Relating training to expected job performance.
- D. Lesson plans should provide the following information:
1. Training content - The Training Division supervisor approving the lesson plan will ensure that instruction is based on course objectives;

2. Instructor techniques that are appropriate and sufficient. The Training Division supervisor approving the lesson plan will review and discuss appropriate instructional methods (these include but are not limited to: use of videos; hands-on training; lecture; role-playing etc.); and,
 3. Test utilized—For the purpose of evaluating participants in a training program, a pre-test and/or a post-test may be required. Instructors should use competency-based testing which uses performance objectives, and measures participant knowledge of related skills. Passing and failing scores shall be established for all written examinations. A minimum passing performance standard shall be established for all proficiency examinations.
- E. The method of instruction shall be correlated to the subject matter being presented.
- F. All lesson plans shall be submitted to the Training Division which shall ensure completeness and consistency with Departmental policy. Lesson plans shall be submitted to a Training Division Supervisor no later than seven days prior to scheduled training. A Training Division Supervisor shall approve lesson plans. Lesson plans shall be revised in accordance with departmental policy and applicable federal and state laws.
- G. Lesson plans shall be retained on file in the Training Unit.
- H. Lesson plans shall not be removed from the Training complex. Departmental personnel may request a copy of any lesson plan maintained by the Training Unit. Training Division personnel shall be responsible for copying the requested lesson plan and ensuring the original is returned to its proper storage.

VI. Remedial Training

- A. Remedial training is personalized training to correct a specific deficiency which is identified either by testing, inspection, or other evaluations during training, or by a supervisor evaluating routine job performance.
- B. The purpose of remedial training is to ensure that Departmental personnel do not suffer deficiencies in basic skills, knowledge, and abilities required to perform their assigned tasks or comply with standards established by the Arkansas Commission on Law Enforcement Standards and Training (CLEST).
- C. Remedial training will be provided for, but not limited to, firearms, driving, and impact weapons.
- D. Remedial training shall be provided to personnel by members of the Training Unit, when requested or deemed necessary by Training or supervisory personnel.
- E. Whenever a Division Commander has reason to believe that an employee under his/her supervision has demonstrated a deficiency in basic skills required to perform assigned tasks, the Division Commander may arrange for remedial training through the Training Division. The Division Commander will contact the Training Division to ascertain if any training is offered related to the deficiency. If the Training Division does not offer any related training, the Division Commander will ensure that research is conducted to find the appropriate training and will include the following information on their evaluation form: location of training; time period of training; any costs to the Department; and, any other pertinent information.

- F. Upon completion of a remedial training program, participants shall be evaluated by the Training staff to determine whether or not existing deficiencies were alleviated. Results of the evaluation shall be forwarded through the Training Division's chain of command to the appropriate Division Commander and/or the Office of the Chief of Police. The Division Commander should document this information in a memorandum and forward to the Internal Affairs Unit to be included in the investigative file.
- G. The Internal Affairs Unit will maintain a list of remedial trainings that have been scheduled and send alert reminders to the Division Commanders if the documentation is not received in their office within 10 days following the date of the scheduled remedial training.
- H. Any employee assigned to remedial training that does not satisfactorily complete the course shall not be released to active duty.
 - 1. Departmental personnel who do not satisfactorily complete the first scheduled remedial training session will be assigned to the Training Division for continued remedial training for a maximum of four additional training days.
 - 2. After five days, if Departmental personnel do not show a reasonable improvement in their skills, documentation shall be forwarded through the chain of command to the Training Division Commander detailing the deficiencies.
 - 3. The Training Division Commander shall forward the file with a recommendation to the Office of the Chief of Police for administrative review.
 - 4. The Training Division Commander shall ensure a copy of the file is forwarded to the appropriate Division Commander.
 - 5. If a person scheduled for remedial training does not report as scheduled, the Training Division Lieutenant shall be notified and he/she shall contact their immediate supervisor.

VII. In-Service Training

- A. In-Service Training is provided to sworn members of the Little Rock Police Department to further the education and training of current officers. This training is designed to enhance the knowledge and skills already possessed by officers or to introduce new training that is required or needed.
- B. The In-Service Sergeant and Officers are responsible for the development of In-Service Training. This can be accomplished by utilizing the following guides: Training Committee recommendations; directives from the Office of the Chief of Police; officer critique evaluations; or changes in Arkansas State Law or policy.
- C. In-service training is training in addition to recruit training which includes but is not limited to:
 - 1. Annual qualification of all weapon systems utilized by the Department; (i.e., Firearms, Defensive Tactics, Batons, Pepper Spray);
 - 2. Specialized training;

3. Supervisory training; and,
 4. Advanced training.
- D. All officers are required to complete an annual retraining program which should include, but is not limited to the following:
1. Departmental policy (including definitions of conditional terms) concerning the use of force, including the use of deadly force;
 2. Reviews of statutory or case law affecting law enforcement or process operation with an emphasis on changes;
 3. Weapons and defensive tactics qualification;
 4. Racial Profiling/Bias Based Policing; and,
 5. Mental Illness.
- E. When changes occur, all officers are required to receive training (roll-call training, etc.) which may include, but is not limited to the following:
1. Review of Departmental General Orders, Divisional Operating Procedures, and Rules and Regulations with emphasis on changes;
 2. Reviews of statutory or case law affecting law enforcement or process operation with an emphasis on changes;
 3. Reviews of the functions of agencies in the local criminal justice system;
 4. Exercise of discretion in the decision to invoke the criminal justice process;
 5. Departmental policy concerning the use of force, including the use of deadly force;
 6. Emergency medical services;
 7. Active Aggressor/Incident Command;
 8. New or innovative investigative or technological techniques or methods;
 9. Hazardous materials incidents;
 10. Review of contingency plans including those relating to special operation and unusual occurrences;
 11. Collection and preservation of evidence; and,
 12. Report writing, records system procedures, and requirements.

- F. In-Service Critiques are completed by all those attending in-service at the conclusion of the training. The In-Service Sergeant or designee will be responsible for collecting, compiling and evaluating those critiques.

VIII. Advanced Training

- A. Advanced training is training which is designed to impart higher levels of supervisory and management skills to the participants.
 - 1. Middle and upper management employees may receive advanced training when available to supplement pre-promotional training or executive development training for higher-ranking officers (i.e., F.B.I. National Academy, IPTM, etc.).
 - 2. Criteria for selection of personnel for Advanced Training. The employee:
 - a) Must possess above average leadership skills;
 - b) Must hold middle or upper management position and/or pre-promotional status in preparation for middle or upper management;
 - c) Must be recommended and/or approved by the Office of the Chief of Police.
 - 3. Training requirements to be satisfied by Advanced Training include:
 - a) Management Theory;
 - b) Supervisory Techniques;
 - c) Police Administration; and,
 - d) Principles related to personnel, budget, planning and research.
- B. It shall be the responsibility of the Training Division Lieutenant to ensure that all supervisory personnel of the rank of Sergeant or Lieutenant attend the University of Arkansas School of Law Enforcement Management and Supervision or other equivalent course when openings become available.

IX. Specialized Training

- A. Specialized training is specifically designed to enhance skills, knowledge, and abilities taught in either recruit or in-service programs. Specialized training may address supervisory, management, and/or executive development training, or may also include technical and job specific subjects. Specialized training may include the following:
 - 1. Development and/or enhancement of the skills, knowledge, and abilities particular to the specializations;
 - 2. Management, administration, supervision, personnel policies and support services of the function or component;

3. Departmental General Orders, Divisional Operating Procedures and Rules and Regulations which are specifically related to the function or component; and,
 4. Supervised on-the-job training.
- B. Positions requiring specialized training:
1. Intoxilizer Operator;
 2. Drug Recognition Expert;
 3. Radar Operator/Instructor;
 4. SWAT Team;
 5. Hostage Negotiator;
 6. Special Response Unit;
 7. Canine Handler;
 8. Detective;
 9. Armorer;
 10. Firearms Instructor;
 11. Defensive Tactics Instructor;
 12. Background Investigator;
 13. Crime Prevention;
 14. Community Oriented Policing;
 15. Field Training Officer;
 16. Instructor Training;
 17. Drug Interdiction;
 18. Motorcycle;
 19. Helicopter;
 20. Crime Scene Search Technician; and,
 21. Communications Operator.

- C. Supervisors will ensure that employees under their command receive Specialized Training and are re-trained or re-certified as mandated. All certificates and proof of re-certification will be forwarded to the Training Division for inclusion in the employee's training file.

X. Requests to Attend Training Outside Department

- A. Employees who wish to attend seminars or training courses outside the department at the department's expense must submit a written request and a completed travel expense form through the chain of command to the Office of the Chief of Police for approval and the Administrative Services Manager for processing.
- B. Employees may attend training courses at their own expense. The Department shall authorize time off depending upon manpower needs, type training or other pertinent factors.
- C. When an employee is selected to attend an approved course, their immediate supervisor will notify them. The department shall provide reimbursement for the following expenditures:
 - 1. Tuition/Registration;
 - 2. Transportation;
 - 3. Lodging;
 - 4. Per Diem; and,
 - 5. Other expenditures approved by the city.
- D. Upon completion of the approved course, employees shall forward to the Administrative Services Manager receipts for any expenditure incurred by the city. (i.e., gasoline, lodging, airfare etc). With the exception of those items not requiring receipts as identified by the Travel Expense Form (Finance Form T-1).
- E. Within five days after completion of their course of study, employees shall complete a school attendance form and forward it and a copy of the course certificate, if applicable, to the Training Division.

XI. Manuals and Literature Obtained at Seminars and Training Courses

- A. Employees who attend training seminars or courses conducted at locations other than Department facilities may submit any manuals, handouts, or other literature obtained during their instruction to the Training Division for copying and inclusion in the Department's research library or Training Division library subject to copyright restrictions.
- B. All original material submitted in compliance with this Section shall be returned as quickly as possible.

XII. Civilian Training

- A. Civilian employees performing duties associated with the Communication Center and the Crime Scene Search Unit shall receive orientation and on-the-job training commensurate with their responsibilities.
- B. All civilian employees shall receive in-service training as required. All training will be documented and forwarded to the Training Division for filing.
- C. Civilian employees will be provided with the following information through their immediate supervisor:
 - 1. The Department's role, purpose, goals, policies and procedures;
 - 2. Working conditions and regulations; and,
 - 3. Responsibilities and rights of employees.

XIII. Firearms Range

- A. Firearms and officer survival training are designed to impart skills, knowledge and abilities related to the mechanical aspect of shooting as well as the situation and tactical use of police weapons.
- B. All firearms instructors shall ensure that all officers are instructed in the proper use of firearms as well as Departmental General Orders and procedures relating to the use thereof.
- C. A safety officer will be identified during all Firearms Training. The safety officer's primary responsibility shall be to ensure that all safety procedures are followed at all times. The safety officer shall not participate as a role player, student, or instructor in the training.
- D. When on the firing range, all officers will adhere to the rules of basic firearms safety.
 - 1. Horseplay, unnecessary talking, or wandering about the range will not be tolerated.
 - 2. All commands given by the designated range master will be obeyed, immediately.
 - 3. The muzzles of all un-holstered weapons will be pointed down range.
 - 4. The muzzles of all shotguns, when not being used on the firing line, will be pointed down range.
 - 5. Body Armor, hearing and eye protection will be worn at all times.
 - 6. When the range is in use, a red flag will be flown on the flagpole to indicate that the range is "hot". Anytime the firing range is in use, it shall be considered 'hot'.
- E. Type of Weapons, Ammunition, Targets, and Equipment Permitted for Use on the Range
 - 1. Rifle Range:
 - a) All handguns, rifles and shotguns

- b) Any specialized weapon that has been issued to personnel of this department
- c) Any specialized weapon that has not been issued but has been approved by the Training Division Lieutenant, SWAT Lieutenant, SRU Lieutenant or Training Division Commander.

2. Pistol Range:

- a) All handguns or other weapons approved by the Training Division Commander

3. Types of Ammunition:

- a) Any ammunition that will operate the above listed approved weapons will be allowed on the ranges.

4. Types of Targets Allowed on Ranges:

- a) Rifle Range

- (1) All paper targets
- (2) Wooden targets
- (3) Only those metal targets owned by the Training Division will be used unless approved by the Training Division Commander
- (4) Any other objects on the range must be approved by the Training Division Commander prior to use.

- b) Pistol Range

- (1) All paper targets or other targets approved by the Training Division Commander.

F. Storage of Ammunition and Weapons

- 1. Storage of ammunition in the Conex Storage containers next to each Firearms Range is permissible.
- 2. Weapons of any kind will not be stored at either Firearms Range when Training personnel are not present. Weapons will be stored inside the weapons vault inside the Training building when not in use for a training class.

XIV. Firearms Qualifications

- A. All sworn members of the department must meet minimum performance standards on the following firearms courses.

1. Officers must annually demonstrate a minimum performance ability of 80% using the Arkansas Law Enforcement Standards & Training, Standard Qualification Course of Fire, with fifty (50) rounds for one target. [OLES Regulation 1026]
2. Officers must annually demonstrate a minimum performance ability of 80% as measured by a ratio of accomplished score to the total score possible on all of the following courses:
 - a) Tactical Survival Course;
 - (1) Off-Duty Weapon (optional);
 - b) Shotgun Course (optional);
 - c) Patrol Rifle Course (optional);
 - d) Altered light tactical survival course; and,
 - e) Back-up weapon course (optional).
3. After three attempts, officers who fail to demonstrate minimum performance in either the Tactical Survival Course or the Altered Light Tactical Survival Course with their primary weapon (Glock 22) will be relieved of official police duties by a Training Supervisor.
 - a) They will relinquish their service weapon to the Training Division Supervisor.
 - b) They will not carry any weapon under police authority while relieved.
 - c) The Training Division Supervisor shall immediately notify the relieved officers' immediate supervisor and schedule the officer for remedial training.
 - d) The relieved officers' supervisor shall notify his/her chain of command, in writing, of the officers' status. This memorandum shall be forwarded to the Office of the Chief of Police.
 - e) The relieved officer shall be temporarily assigned to the Training Division. The relieved officer will report to the in-service training supervisor for remedial firearms training and shall not return to full police duties until he/she has successfully qualified with their issued service weapon.
4. Officers who fail to demonstrate minimum performance on either the Tactical Survival Course or the Altered Light Tactical Survival Course with an alternate weapon will not be allowed to carry the alternate weapon until they successfully meet performance standards. Officers in this category will relinquish the alternate weapon to the Training Division staff and will be scheduled for remedial firearms training as soon as practical.
5. Officers may be required to demonstrate minimum performance ability in the Training Innovations (T.I.) Machine.

- a) The T.I. Machine will be used to measure an officer's judgment, survival skills, and accuracy when faced with a decision in the use of deadly force.
- b) No weapon will be allowed into the area where the T.I. Machine is being utilized.

XV. Roll Call Training

- A. The Training Unit will be responsible for developing, producing, and distributing at least one Roll Call Training video and/or memorandum each month.
 - 1. The In-Service Training Sergeant will develop and implement a schedule of topics for Roll Call Training on an annual basis.
 - 2. The Training Unit should encourage officers assigned to other divisions to submit suggestions through their Division Commanders for topics or ideas for Roll Call Training.
 - 3. The Training Unit will ensure that Roll Call Training videos/memorandums are distributed to all divisions of this Department.
 - 4. A variety of instructional techniques will be used in the development of roll call training which include but are not limited to, written material; Departmentally produced videos, and professional videos.
- B. The Training Unit will maintain a record and a copy of all Roll Call Training materials on file in accordance with lesson plan procedures.
- C. The Training Officer Minimum Standards/Records Keeper will maintain a monthly file of the rosters of each Division indicating the personnel who have received or reviewed the monthly Roll Call Training. Appropriate Division Commanders will be notified of all required personnel who have not participated in roll call training.
- D. Officers will be allowed to evaluate the effectiveness of roll call training on forms provided by the Training Division.
- E. The In-Service Training Sergeant shall ensure that personnel who develop roll call training should be familiar with the current issues and the topics addressed. This may include instructors from outside the Department.
- F. It is the responsibility of all Shift Commanders to ensure their subordinates have received the required roll-call training and all required documentation is forwarded to the Training Division.

XVI. Field Training Program

- A. The field training program for recruits shall consist primarily of on-the-job training and shall extend for a minimum period of twelve weeks after graduation from the Little Rock Training Academy. The objective of the field training program is to provide a newly sworn officer with "on street" experience and expertise guidance.
- B. The Field Services Division Commander shall have command responsibility for the administration and supervision of the Field Training Officer (FTO) program for his/her Division.

- C. Candidates for F.T.O. will attend and successfully complete thirty-two hours of classroom instruction conducted by the Training Unit, prior to becoming a certified Field Training Officer.
- D. All Field Training Officers will be required to attend an annual eight-hour refresher course as scheduled by the Training Unit.
- E. The Training Unit will be responsible for keeping all records associated with the F.T.O. program to include:
 - 1. Current F.T.O. list;
 - 2. Training records (F.T.O. and probationary); and,
 - 3. F.T.O. manuals.
- F. The Training Division staff is available to all Probationary and Field Training Officers for consultation during the 12-week field-training program. A Field Training Manual is updated on a weekly basis by the Field Training Officer and forwarded to the Training Division for review upon program completion. Periodically a program critique is completed by the probationary officer and forwarded to the Training Division.

XVII. Training Records

- A. Official records of all Department training will be maintained by the Training Unit. Records will include:
 - 1. The names of personnel attending;
 - 2. The types of training/subject matter, course content (lesson plan), number of hours and test scores and/or certificate (if applicable); and,
 - 3. Training records of individual Departmental personnel shall be updated by the training staff within thirty days of participation in a training program, either within the agency or outside. Departmental employees shall complete a School Attendance Record within five days of completion of an approved class taken outside the Department and forward the School Attendance Record to the Training Division.
- B. Training records of Departmental personnel shall be released to outside entities only upon approval by the Chief of Police, the individual or in response to a subpoena.

XVIII. Training Instructors

- A. Training officers and agency instructors must meet all CLEST requirements for instructors. They shall be responsible for developing, scheduling, and implementing job related training for all Departmental members. Training officers will be assigned to the Training Unit at the discretion of the Chief of Police. Instructors shall receive training in the following areas:
 - 1. Lesson plan development;
 - 2. Performance objective development;
 - 3. Instructional techniques;
 - 4. Learning theory;

5. Testing and evaluation techniques; and,
 6. Resources availability and use.
- B. Instructors from outside the Department will be selected on the basis of expertise in a particular subject area and should meet CLEST requirements for instructors or shall be approved by the Training Sergeant. If outside instructors do not meet CLEST requirements, but have been approved by the Training Sergeant, a certified instructor of the Little Rock Police Department will be present in the classroom during instruction. Lesson plans will be submitted by all outside instructors and approved by the Training Sergeant
- C. Instructors are required to keep abreast of the latest developments in their area of expertise. The instructor must update their training accordingly. Instructors must arrive a minimum of 15 minutes prior to the beginning of class, to prepare and coordinate with the academy staff.
- D. In an effort to provide training that is timely, diverse and providing different perspectives, the Training Division will rotate instructors. The rotation will be based upon subject matter, expertise, instructor's experience, and the instructor's effectiveness in teaching.
- E. In all training conducted by Training Division Instructors or training attended by Training Students (In-Service, Recruit, or Advanced), one instructor will be designated as safety officer in all training classes that are hazardous in nature and documented on the Risk Assessment Form (LRPD Form 5200-27). Those classes include but are not limited to: Canine and equine operations; Chemical/ordinance/biological/radiological; Defensive tactics; Physical fitness; Firearms; Motor vehicle operations; Motorcycle and bicycle operations; Tactical operations; and Practical and Scenario Based Training.
1. The safety officer's primary objective is to observe overall conditions of the training exercise to watch for safety violations and dangerous behavior. The safety officer has the authority to discontinue any training that he/she considers a danger to any personnel involved.
 2. The safety officer's policies and procedures will be annually reviewed and approved by the Training Sergeant and/or the Inservice Sergeant.

XIX. Clothing Issue and Requisition

- A. The Quartermaster will be primarily responsible for the control and issuing of Departmental equipment, which shall include clothing, firearms, ballistic vests, badges, etc. In the absence of the quartermaster, any divisional supervisor or their designee may issue equipment.
- B. Requests for new equipment may be made by utilizing the Collective Data Automated Ordering system. The completed computerized request shall be forwarded to the quartermaster for filing until the next order is placed with the appropriate contract vendor.
- C. The quartermaster will notify officers by use of the automated notification feature within the Collective Data System when equipment is received and ready to be picked up. Officers will have ten business days to pick up equipment. After ten business days it will be returned to stock.
- D. Equipment items will be replaced when they are no longer serviceable. Non-serviceable equipment items will be turned in for destruction according to department guidelines.

- E. Any officer issuing clothing/equipment will ensure that a property receipt is properly completed by the officer receiving the equipment and initialed by the issuing officer. Items possessing a serial number will have the number recorded on the property receipt. When issuing O.C. Pepper spray the expended/expired canister must be turned in for proper destruction by the quartermaster, before receiving a new canister. The quartermaster will use the property receipt to make the computer entry into the individual's file.
- F. When issuing clothing/equipment to an officer whose issued property has been lost or stolen, the officer will present an Incident Report and an Officer's Report Form detailing the circumstances involved. The Officer's Report Form shall include a recommendation by the officer's supervisor to replace the item at the Department's expense or the officer's expense.

XX. Inventory and Inspection of Weapons

- A. The Departmental armorer (Quartermaster) shall issue all weapons. In the absence of the Departmental armorer, the Training Sergeant, or his/her designee, shall be responsible for the issuing of weapons. Only Training Unit personnel and their supervisors are allowed access to the firearms vault.
- B. When issuing a firearm, the log will be completed by the issuing personnel and initialed by the receiving officer. When firearms are returned to the vault, the log shall be completed reflecting the same information.
- C. All weapons will be inspected, and test fired upon being issued to any officer. The issuing personnel will ensure that the receiving officer has qualified with the new weapon prior to leaving the Training Academy.
- D. The Departmental armorer shall have a continuous weapons maintenance program for all in stock weapons and shall maintain a weapons maintenance history of all weapons of the Little Rock Police Department.
- E. The Departmental armorer will maintain an inventory on all weapons, service pistols, shotguns, rifles, and miscellaneous weapons owned by the Department. Weapons which are actually in the control of the Quartermaster will be maintained in an alarmed, secured vault. A monthly inventory of these weapons will be performed by the Departmental armorer. An up-to-date record of all Departmental weapons issued to officers for on duty use will be maintained in the Quartermaster's computer.
- F. Individual units such as S.W.A.T., S.R.U., and S.I.D., who have actual control of specialized weapons, will present to the Departmental armorer a monthly written account of all their assigned weapons.
- G. Cleaning and inspection of weapons
 - 1. Each officer is responsible for cleaning his/her weapon after it is fired before that officer returns to duty.
 - 2. Department armorers will inspect each weapon after cleaning during annual qualification.
 - 3. Quarterly, each Division Commander shall ensure that supervisors inspect the weapons of their officers for cleanliness and that all ammunition is Department-issued. Documentation shall be forwarded to the Training Division no later than the 10th of the month following the end of the quarter.

XXI. Student Intern Program

- A. The Little Rock Police Department promotes student interest in the law enforcement field by providing interested college students with firsthand experience in law enforcement.
- B. Procedures
 - 1. At the request of local colleges, the Department may sponsor an individual student intern program.
 - 2. The Police Personnel Unit will be responsible for:
 - a) Coordinating and selection of part time interns through the Co-operative Education Program with the University of Arkansas at Little Rock;
 - b) Potential intern applicants will be required to pass a basic background investigation. This shall include:
 - (1) A criminal history check with the Little Rock Police Department.
 - (2) A driver's license check with the Arkansas Department of Revenue.
 - (3) A criminal history check through ACIC/NCIC.
 - c) If the student has a criminal record, the Training Division Commander will follow the guidelines as set forth by the City of Little Rock's Civil Service Commission regarding the Police Officer Selection process and disqualification standards;
 - d) The investigation will be conducted by the Police Personnel Unit. The results of the investigation will be maintained in the intern's file located in the Police Personnel Office;
 - e) Locating and placing students in job positions of their interest and assigning them to a supervisor; and,
 - f) Serve as the liaison between the Department and the Co-operative Education Program Director.
 - 3. Each assigned supervisor will:
 - a) Acquaint the student with the Police Department and present the student to the staff as a co-worker;
 - b) Coordinate the student's work schedule with the student;
 - c) Coordinate and assist the intern with assigned project by identifying and defining the specific duties to be performed by the student during the practicum. The duties assigned should allow the student to secure valuable, firsthand knowledge of an actual work situation, and contribute his/her abilities to the operation of the Department;
 - d) Have conferences with the student to allow for mutual exchange of feedback on the progress of the work experience;

- e) Arrange for interviews with personnel in the Department or other agencies if deemed necessary;
 - f) Student intern evaluation forms will be completed by their respective supervisor and forwarded to the Co-operative Education Program Director, in a timely manner, to ensure compliance of the student's progress within their guidelines; and,
 - g) Consult with the student's instructors regarding the student's progress or any particular concern, whenever necessary.
4. Students participating in the intern programs are responsible for presenting themselves in a manner to ensure their professional demeanor and must abide by the Rules and Regulations and other directives of the Department.

Additions and revisions are *italicized and underlined*.

Deletions are denoted with a strikethrough.