


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Training and Education		
NUMBER	1102.11	EFFECTIVE DATE	November 15, 2010
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APPROVED BY		ALEAP Standards	3.05; 3.06; 3.09; 3.17; 3.18; 5.04

I. Scope and Purpose

- A. The nature and mission of the law enforcement career field is unique, and as such, the officers serving within the career field must remain ready to address the ever changing educational and training requirements encountered. Many times, officers will become familiar with a particular police method only to find the method has evolved or changed altogether; moreover, the basic elements within the career field remain within constant flux, as the laws and the judicial interpretation of those laws evolve over time. The purpose of this policy is to address these issues.

II. Policy

- A. It is the policy of the Texarkana Police Department to provide its members with appropriate and relevant "in-service" and "shift briefing" training that addresses advances, changes, new techniques and improvements that may occur in the law enforcement profession. These training sessions will be structured to motivate members and advance the professional development of the Texarkana Police Department.

III. Procedures

- A. The Texarkana Police Department requires some of the highest educational and training standards within the State of Arkansas. Members of this Agency are encouraged to further enhance their knowledge and job skills through the completion of in-service training and by increasing their education through college level courses.
- B. Whenever appropriate, supervisors will assist officers and employees in a manner that enables the member of the Agency an opportunity to participate in voluntary training and educational programs.
- C. In-Service Training [ALEAP 3.06](#)
1. All members of the Texarkana Police Department will attend in-service training, occasional specialized training and promotional training that serve to address the theory, practice and changes within the law enforcement career field. All such training shall be administered at the direction of the Chief of Police, Division Commanders and appropriate supervisory personnel. All in-service training shall be considered a duty assignment, and officers shall carry out this assignment in the same manner prescribed for other duty assignments.

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2. Sworn personnel will receive in service training or refresher training in accordance with mandated training by CLEST. In service training in Arkansas laws of arrest including when arrests can be made without a warrant, laws related to search and seizure including when searches can be made without a warrant, and self-defense tactics.
3. Personnel in this Agency also have access to the Criminal Justice Institute when appropriate through our satellite-training center.

D. Education

1. The Texarkana Police Department encourages all officers and civilian staff to advance their individual education in law enforcement through independent study readings, specialized courses, college courses, extension programs and independent readings of law enforcement magazines and books.
2. Periodically, the Agency will make copies of articles—or other publications—obtained from material generated from postings or publications related to the law enforcement career field. This material will be circulated throughout the Department by posting the material on the training bulletin board or disseminating the material either by way of email or by delivering it to the officer’s individual mailbox.

E. Training Records [ALEAP 3.05](#)

1. In accordance with applicable CLEST guidelines and provided standards, all original certificates documenting course completions or other documents related to the completion of law enforcement courses shall be forwarded to the Personnel and Training Section where copies of these documents will be placed with the respective officer’s personnel file. Members of the Agency should also forward all original copies of diplomas and/or updated educational transcripts to ensure their individual personnel file remains updated and current. The original documents will be returned to the respective officer and members are encouraged to maintain all original copies of these documents.
2. The Personnel and Training Section will provide members of the Agency one copy of their education and training record yearly. Members of the Agency are responsible to ensure the information contained within their files is accurate, as the officer’s education and training file will be evaluated each time they are considered for a promotion or for a transfer to a new assignment.
3. The Personnel & Training Section is responsible for maintaining employment data for each employee of the Department. This section will develop, schedule and maintain a training program that includes roll call training, shift training and advanced in-service training.
4. Lesson Plans
 - a. Lesson plans are required for all training courses conducted or sponsored by the department. The instructor responsible for conducting the training will provide the Chief of Police or his designee with a copy of the lesson plan for appropriate approval. Once submitted, all lesson plans—as well as attendance rosters—will be maintained.

F. Specialized Training

1. Background Investigator Training [ALEAP 3.17](#)
 - a. The Chief of Police has designated the Personnel and Training Officer as the background investigator, who is assigned to the Services Division. The background investigator will undergo specialized training that provides the tools necessary to successfully conduct background investigations on candidates for employment.

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- b. The Services Division Commander will ensure the Personnel and Training Officer processes all background investigations in a systematic manner by utilizing a prepared background manual for each candidate undergoing the hiring process. For additional information surrounding the hiring process and specific information concerning CLEST requirements, refer to *General Order 1103.02---Selection Process—Police Officer*.
- 2. Police Chief Training [ALEAP 3.18](#)
 - a. Any person who is hired, selected or appointed to serve as Texarkana Police Department Chief of Police shall meet all of the minimum standards for a law enforcement officer in the State of Arkansas within one (1) year of service.
- 3. Supervisor Training [ALEAP 3.09](#)
 - a. All employees, sworn or non-sworn, when promoted to any supervisory rank will be provided supervisory training appropriate to their rank and position within 12 months of their promotion.
- 4. Public Information Officer [ALEAP 5.04](#)
 - a. The Public Information Officer will undergo specialized training that provides the tools necessary to successfully conduct media relations activities and manage the release of public information. All training will be documented and maintained within the officer’s training file.

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