

PART-TIME/AUXILIARY/REFRESHER COURSE
INFORMATION & INSTRUCTIONS

1. A person must be employed by a department to enroll in the part-time/auxiliary/refresher course. This means that the department will turn-in the required documents listed on the F-1 (Initial Employment document).
 - a. After the officer receives a CLEST-ID number, the department will enroll the officer in the online portion of the course.

2. Before enrolling an officer in the course, make sure that the officer has completed the following: (You will need the certificates of completion to enroll the officer in the part-time/auxiliary/refresher course)
 - a. NIMS ICS 100:
 - To locate this course: Go to www.clest.org, go to the resources tab and pick this course for the link.
 - Make sure to save your certificate or completion. You will need to upload it to enroll in the online portion of this class.
 - b. TIMS Training:
 - To locate this course: Go to www.clest.org, go to the resources tab and pick this course for the link.
 - Make sure to save your certificate or completion. You will need to upload it to enroll in the online portion of this class.
 - c. NIMS ICS 700:
 - To locate this course: Go to www.clest.org, go to the resources tab and pick this course for the link.
 - Make sure to save your certificate or completion. You will need to upload it to enroll in the online portion of this class.

Online Course

Training supervisor/Portal administrators are the only people that can register students for this class.

Go to the portal –

Training and Events – Browse or sign-up for training

The class is called Basic Law Enforcement Part-Time Auxiliary Course – Pick register on the right side of the screen

Type in the name of the officer

Go to the Registrant Prerequisites – TIMS Certificate – Pick upload a document

Name the document – TIMS Certificate - Browse your computer for the document and select done.

Go to Fulfillment and select the requirement has been met or exceeded.

Save

Go to Registrant Prerequisites – ICS 100 Certificate – Pick upload a document

Name the document – ICS 100 Certificate - Browse your computer for the document and select done.

Go to Fulfillment and select the requirement has been met or exceeded.

Save

Update contact information

Submit Request

Go to Registrant Prerequisites – ICS 700 Certificate – Pick upload a document

Name the document – ICS 700 Certificate - Browse your computer for the document and select done.

Go to Fulfillment and select the requirement has been met or exceeded.

Save

Update contact information

Submit Request

You and the officer will receive an email from standards with directions to get started.

NOTE: an officer has to have a portal account to take the online course.

Online Test and Practical

When you complete the online portion of the class, email mandy.hill@arkansas.gov and request test dates and practical class dates.

Once you decide on a date, email Mandy Hill with the requested dates. Keep in mind that the date and location you would like may fill up quickly so if you would like a specific date please respond quickly.

ONLINE LIST OF CLASSES

1. Ethics
2. Community Oriented Policing
3. Report Writing
4. Crime Prevention and Patrol Procedures
5. Vehicle Stop and Approach
6. Crowd Control
7. Criminal Justice System
8. Law Enforcement Standards
9. Criminal Law Statutes and Procedures
10. Civil Rights/Civil Liability
11. Use of Force
12. Investigative Detention and Probable Cause
13. Juvenile Law
14. Valor Ambush Attacks
15. Valor Casualty Care-Get off the X
16. Valor Casualty Care-Tourniquets
17. Valor Characteristics of Weapon Concealment
18. Valor Common Indicators of a Potential Attack
19. Valor Deadly Mix
20. Valor Foot Pursuits
21. Valor Mental Health and Wellness
22. Valor Officer Involved Shooting
23. Valor Physical Health and Wellness
24. Valor Responding to Individuals in Crisis

25. Drug Enforcement
26. Domestic Violence
27. Child Abuse
28. Crisis Intervention
29. Missing Persons
30. Medical Marijuana
31. Principles of Investigative Process
32. Search of Premises
33. Search of Persons and Vehicles
34. Testifying in Court
35. Accident Investigation
36. Introduction to Defensive Tactics
37. Traffic Law
38. Firearms Safety and Care of Weapons
39. Racial Profiling
40. Active Shooter

Part-Time/Auxiliary Officer Course

Objectives

CIVIL RIGHTS/CIVIL LIABILITY – 2 HOURS

Terminal Objectives: This class will equip the new law enforcement officer with a basic awareness of the authority that is conferred upon them, and of the special responsibilities and potential civil liabilities of a law enforcement officer.

Enabling Objectives:

- * Define and demonstrate understanding between criminal and civil liabilities.
- * Define the following terms: liability, vicarious liability, negligence, gross negligence, intentional action, tort law.
- * Identify the basis of liability for: excessive use of force and illegal search and seizure.
- * State the burden of proof, to include: civil law and criminal law.
- * Recognize who is protected under the Civil Rights Act of 1964.
- * Identify the four Culpable Mental States: purposely, knowingly, recklessly, and negligently.

SEARCH OF PREMESIS, PREMESIS, AND MOTOR VEHICLES - 6 HOURS

Terminal Objectives: This class will introduce the new law enforcement to the principles of search and seizure.

Enabling Objectives:

- * Understand the purpose of the United States Constitution by: recalling the history of the U.S. Constitution, recognizing the elements of the 4th Amendment, analyzing the importance of the 4th Amendment.
- * Identify the applications of Reasonable Suspicion and Probable Cause by: defining reasonable suspicion and probable cause, differentiating between reasonable suspicion and probable cause.
- * Describe what is required to conduct searches with and without a search warrant by: Identifying the requirements to conduct a frisk or search of a person, recognizing the difference between a search and a frisk, and identifying the requirements to conduct a search of a motor vehicle or a residence.

TESTIFYING IN COURT – 2 HOURS

Terminal Objective: This class will familiarize officers with proper courtroom etiquette and procedures for effective courtroom appearances.

Enabling Objectives:

- * Describe the officer's role in court.
- * List the two types of Procedural Examination.
- * List the rules for interacting with defense attorneys.
- * Recognize offensive or obnoxious courtroom behaviors.
- * Recognize that testimony is not altered by outward appearance but the weight which is given the testimony may be greater or lesser due to outward appearances.
- * Recognize subconscious messages that indicate deception.
- * Define the law of geometric progression.
- * Recognize tactics of cross examination.

PRINCIPLES OF INVESTIGATIVE PROCESS – 2 HOURS

Terminal Objectives: This class will provide a basic understanding of the investigative process.

Enabling Objectives:

- * Describe the steps of preliminary investigation.
- * Discuss the type of records available to law enforcement.
- * Explain the types of information that should be gathered on suspects.
- * Recognize the various social media that can be used to gain information on suspects.
- * Identify factors that establish informant reliability.
- * Identify various methods of locating witnesses.

CRIMINAL LAW, STATUTES AND PROCEDURES – 4 HOURS

Terminal Objectives: This class will introduce the new law enforcement officer to key elements in the Arkansas Rules of Criminal Procedures and define common criminal law terms and statutes.

Enabling Objectives:

- * Recall terms commonly used to identify defendants.
- * Differentiate between probable cause and reasonable suspicion.
- * Recognize the Rules of Criminal Procedure.
- * Recognize common criminal statutes and understand that statutes contain "elements" that must be met in order to charge an individual.

CROWD CONTROL – 4 HOURS

Terminal Objectives: This class will introduce new law enforcement officers to crowd control methods.

Enabling Objectives:

- * Know about civil disturbances and key protest that have drawn media attention along with law enforcement lessons that can be taken away from each protest.
- * Be familiar with protest groups that are recognized nationally, as well as, specific to Arkansas.
- * Know common tactics used by protest groups.
- * Be familiar with riot control agents and equipment.
- * Understand the concept of mass arrest.
- * Understand the team tactics involved in crowd control.

CRIME PREVENTION AND PATROL PROCEDURES – 4 HOURS

Terminal Objective: This class will introduce new law enforcement officers to crime prevention and patrol procedures.

Enabling Objectives:

- * Discuss patrol strategies officers may employ to provide protection and service within their assigned areas of patrol.
- * Distinguish between the roles and responsibilities of contact and cover officers.
- * Describe patrol officer responsibilities when preparing for each patrol assignment.
- * Discuss safe and effective tactics for initiating a foot pursuit.

DOMESTIC VIOLENCE – 2 HOURS

Terminal Objectives: This class will familiarize the new law enforcement officer with domestic violence laws and resources for domestic violence victims.

Enabling Objectives:

- * Describe the elements of domestic violence laws
- * Recognize the patterns and signs of domestic abuse
- * Determine when an arrest can be made for domestic violence
- * Describe techniques for “on-scene” procedures
- * Recognize and record cases with a pattern of abuse
- * Identify different agencies offering victim assistance

CHILD ABUSE – 1 HOURS

Terminal Objectives: This class will familiarize the new law enforcement officer with child abuse laws and resources for victims of child abuse.

Enabling Objectives:

- * Recognize the specific child abuse reporting requirements.
- * Recognize the exigent circumstances that could lead an officer to reasonably believe that there is an immediate threat to a minor
- * State the statutory definition of child abuse
- * Discuss physical and behavioral indicators of the following: physical child abuse, physical neglect of a child, mental suffering, sexual child abuse

CRISIS INTERVENTION – 4 HOURS

Terminal Objectives: This class will provide the basic law enforcement officer with an overview of mental illness and response techniques to persons experiencing a mental health crisis.

Enabling Objectives:

- * Understand the history of and reason for reform of the mental health treatment system in the United States.
- * Become familiar with state laws pertaining to mental health treatment.
- * Become familiar with common mental illnesses encountered by law enforcement.
- * Understand and utilize de-escalation techniques when responding to a person experiencing a mental health crisis.
- * Gain a working knowledge of the effects of Post-Traumatic Stress Disorder (PTSD).
- * Gain an awareness of special considerations that should be taken when responding to a crisis involving persons that have or are serving in the military.
- * Identify suicide risk factors
- * Become familiar with illnesses associated with aging and dementia including Alzheimer's disease.

FIREARMS SAFETY AND CARE OF WEAPONS – 2.5 HOURS

Terminal Objectives: This class will familiarize the individual law enforcement officer with the firearm and enable the officer to be safe and effective in its use.

Enabling Objectives:

- * Be familiar with the basic nomenclature and functioning of the selected firearm
- * Learn workable procedures of mechanical manipulation of the selected pistol.
- * Begin to establish “Mental Imprinting” of those procedures through repetition.
- * Be familiar with firearms safety as it applies to the individual law enforcement officer.

CRIMINAL JUSTICE SYSTEM – 1 HOUR

Terminal Objectives: This class will identify the composition and function of the criminal justice system

Enabling Objectives:

- * Define criminal justice system, felony, and misdemeanor.
- * List three major components of the criminal justice system.
- * Identify the role of the court system and the corrections system.
- * List the two types of police system.

JUVENILE LAW – 2 HOURS

Terminal Objectives: This class will prepare the new law enforcement officer with the steps needed to identify and process the different classifications of a juvenile.

Enabling Objectives:

- * Define a juvenile delinquent.
- * Identify the functions and components of the Juvenile Court as it relates to the different classifications of juveniles.
- * Identify the proper procedure for arresting a delinquent juvenile.
- * Differentiate between juveniles who can and cannot be tried as adults.
- * Identify delinquent juveniles who are subject to fingerprinting and photographing.
- * Identify the rules governing custodial interrogations.
- * Identify the components of a family in need of services.

INVESTIGATIVE DETENTION AND PROBABLE CAUSE – 3.5 HOURS

Terminal Objectives: Provide new officers with a working understanding of Probable Cause and investigative detention define the terms search and seizure and how they interact.

Enabling Objectives:

- * Know the difference between Probable Cause and Investigative Detention.
- * Be familiar with the Arkansas Rules of Criminal Procedure.
- * Define search and Seizure.

LAW ENFORCEMENT STANDARDS – 1.5 HOUR

Terminal Objectives: This will class provides a general overview of the function of the Law Enforcement Standards Office, review the code of ethics for law enforcement, and recall both the certification and decertification process, and identify some key functions of the ACADIS database.

Enabling Objectives:

- * Recall the function of the Law Enforcement Standards Office.
- * Review the Law Enforcement Code of Ethics.
- * Recognize the certification and decertification process
- * Recall key features of the ACADIS portal that are beneficial to a law enforcement officer

RACIAL PROFILING – 2 HOURS

Terminal Objectives: This class will give an overview of the concept of racial profiling, examples of guidelines to prevent racial profiling, and skills needed to deal with other cultures.

Enabling Objectives:

- * Define racial profiling and know the Arkansas statutes concerning racial profiling.
- * Differentiate between low and high discretion stops.
- * Explain minority perceptions of police contacts.
- * Differentiate between discrimination and prejudice.
- * List the organizational and personal benefits of valuing diversity.
- * Describe communication techniques that give positive responses.

REPORT WRITING – 2 HOURS

Terminal Objectives: This class will give an overview of the rules for effective report writing.

Enabling Objectives:

- * Know that one purpose of a report is to provide a permanent written record that communicates Important facts for future use.
- * Know that the report should be written in an active voice rather than a passive voice
- * Distinguish active voice style writing.

STOP AND APPROACH – 2 HOURS

Terminal Objectives: This class introduces the new law enforcement officer to principles involved in a vehicle stop and approach.

Enabling Objectives:

- * Discuss the “Enforcement Principles” involved in a vehicle stop.
- * Discuss the difference in a low risk, transitional, and high risk stop along with proper tactics for each.
- * Discuss the proper deployment and use of assisting units.
- * Discuss the danger of complacency in traffic stop procedures.

TRAFFIC LAW – 2 HOURS

Terminal Objectives: This class introduces the new law enforcement officer to Act 300.

Enabling Objectives:

- * Know how to use the reference, Act 300, to look up traffic law statutes.
- * Describe common traffic law statutes.

USE OF FORCE – 2.5 HOURS

Terminal Objectives: This class identifies the rules pertaining to the use of non-deadly and deadly physical force to achieve the lawful objectives of affecting an arrest, preventing an escape, self-defense and defense of others.

Enabling Objectives:

- * Define non-deadly physical force, deadly physical force, excessive force, reasonably objective and seizure of a person.
- * Differentiate between when non-deadly and deadly force may be used.
- * Explain how deadly physical force applies to more than just the use of a firearm.
- * Recognize how the 4th Amendment to the US Constitution guarantees the right of a person to be free from unreasonable seizure.
- * Acknowledge that department policy or state law may not always meet constitutional requirement.

MEDICAL MARIJUANA – 1 HOUR

Terminal Objectives: This class will introduce law enforcement to the Arkansas Medical Marijuana Act of 2016

Enabling Objectives:

- * Know the different identification cards issued for medical marijuana.
- * Know the role of the dispensaries and cultivation sites of medical marijuana.
- * Discuss how the Arkansas Medical Marijuana Act will impact law enforcement officers.

MISSING PERSONS – 3 HOURS

Terminal Objectives: This block of instruction is designed to train the law enforcement first responder with basic action, considerations and laws of a missing person investigation.

Enabling Objectives:

- * Identify state and federal acts concerning missing and unidentified persons.
- * Describe proper procedure while investigating reports of missing persons.
- * Recognize required protocol of Act 920

INTRODUCTION TO DEFENSIVE TACTICS – 2 HOURS

Terminal Objectives: This class will familiarize the Officer with the methods of self-defense.

Enabling Objectives:

- * Define self-defense
- * List the 5 elements of self-defense

DRUG ENFORCEMENT – 3 HOURS

Terminal Objectives: This block of instruction is designed to train the law enforcement officer about the basics of drug enforcement.

Enabling Objectives:

- * Identify what Arkansas statutes apply to what crimes.
- * List popular street names of drugs.
- * Describe some of the dangers of meth labs
- * List the different ways a controlled substance can be introduced into the body.

ETHICS – 1 HOUR

Terminal Objectives: This class is designed to introduce the law enforcement officer to the rules concerning ethics in law enforcement.

Enabling Objectives:

- * Define ethics.
- * List the results of unethical behavior.
- * List the three reasons officers commit unethical acts.

COMMUNITY ORIENTED POLICING – 1 HOUR

Terminal Objectives: This class will provide a general overview of the principles of community policing and implementation of community policing programs.

Enabling Objectives:

- * List three roles of police in society and three areas of possible conflict in the community.
- * Define community policing and describe the components and principles of community policing.
- * Explain the areas of importance when dealing with the media.
- * List the steps involved in problem solving policing.

ACCIDENT INVESTIGATION – 2 HOURS

Terminal Objectives: This class is a basic introduction to accident investigation.

Enabling Objectives:

- * Define basic trafficway and accident investigation definitions
- * List the objectives of a traffic investigation
- * List the responsibilities of the law enforcement officer once they arrive on the scene.
- * List the information that should be included in the traffic report.
- * Know the steps a law enforcement officer should take when he/she is arriving at the scene.
- * List important steps to take when caring for an injured person.
- * Know what should be considered when calling for additional assistance
- * List safety rules when dealing with flares.
- * Know the basic steps of beginning a traffic investigation

EXAMINATION – 2 HOURS

NIMS ICS 100 – 2 HOURS

Terminal Objective: ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). The Emergency Management Institute developed its ICS courses collaboratively with:

- National Wildfire Coordinating Group (NWCG)
- U.S. Department of Agriculture
- United States Fire Administration's National Fire Programs Branch

Enabling Objectives:

- * Explain the principles and basic structure of the Incident Command System (ICS).
- * Describe the NIMS management characteristics that are the foundation of the ICS.
- * Describe the ICS functional areas and the roles of the Incident Commander and Command Staff.
- * Describe the General Staff roles within ICS.
- * Identify how NIMS management characteristics apply to ICS for a variety of roles and discipline areas.

TIMS TRAINING – 4 HOURS

Terminal Objectives: This class familiarizes the first responder with standardized practices and terminology used in responding to incidents on the nation's roadways.

Enabling Objectives:

- * Use a common set of practices and advance standards across all responder disciplines
- * Equip responders with a common set of core competencies and assist them in achieving the TIM National Unified Goal of strengthening TIM programs in the areas of Responder Safety, Safe, quick clearance, and prompt, reliable, and interoperable communications

NIMS ICS 700 – 4 HOURS

Terminal Objective: This course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.

Enabling Objectives:

- * Describe and identify the key concepts, principles, scope, and applicability underlying NIMS.
- * Describe activities and methods for managing resources.
- * Describe the NIMS Management Characteristics.
- * Identify and describe Incident Command System (ICS) organizational structures.
- * Explain Emergency Operations Center (EOC) functions, common models for staff organization, and activation levels.
- * Explain the interconnectivity within the NIMS Management and Coordination structures: ICS, EOC, Joint Information System (JIS), and Multiagency Coordination Groups (MAC Groups).
- * Identify and describe the characteristics of communications and information systems, effective communication, incident information, and communication standards and formats.

VALOR TRAINING - 6 HOURS

Valor Ambush Attacks
Valor Casualty Care-Get off the X
Valor Casualty Care-Tourniquets
Valor Characteristics of Weapon Concealment
Valor Common Indicators of a Potential Attack
Valor Deadly Mix
Valor Foot Pursuits
Valor Mental Health and Wellness
Valor Officer Involved Shooting

Valor Physical Health and Wellness
Valor Responding to Individuals in Crisis