

## **INSTRUCTIONS FOR SUBMITTING ELIGIBLE OFFICERS TO CLEST**

In order to verify an officer's eligibility for the stipend, the agency is responsible for submitting the following to CLEST:

1. A current roster of all full-time officers employed by the agency;
  - A complete copy of the agency's roster can be found on the agency's ACADIS portal account. To get a copy of the agency's roster, the agency's portal administrator can go to the ACADIS portal personnel tab. Once on the personnel tab:
    - Select filters at the top right
    - In the employment status select "any active status"
    - In the employment type select "full-time"
    - Select "apply"
    - Select the three dots to the right of "add employee" and export the list of employees
    - Save the roster named as your agency's name
  - Once the roster has been pulled and saved, make sure all of the officers are active, full-time law enforcement officers, at your agency. CLEST will check the roster your agency submits against the current roster CLEST has for your agency. Any discrepancies between the roster submitted by your agency and the current roster CLEST has for your agency must be corrected before eligibility for stipend payments will be certified to DFA.
2. A completed and signed copy of the "Officer Acknowledgment" Form for each eligible officer; and
  - The "Officer Acknowledgement" Form is posted on the CLEST website at <https://www.dps.arkansas.gov/law-enforcement/clest/standards/arkansas-full-time-law-enforcement-officer-salary-stipend/>. The form is a fillable PDF. CLEST will accept electronic signatures on this form.
3. A completed and signed "Verification Form" for each eligible officer.
  - The "Verification Form" is posted on the CLEST website at <https://www.dps.arkansas.gov/law-enforcement/clest/standards/arkansas-full-time-law-enforcement-officer-salary-stipend/>. The form is a fillable PDF. CLEST will accept electronic signatures on this form.
  - This form must be signed by the "chief law enforcement officer" of the agency. Forms signed by anyone other than the head law enforcement officer at the agency will be rejected by CLEST.

On or before July 1, 2022, CLEST will open a webform on the ACADIS portal for the agency to submit all required information and/or documents. **Documents cannot be submitted before July 1, 2022.**

- CLEST will not process incomplete document packets. The agency's roster and all documents required for each eligible officer must be submitted together.
- CLEST will not process incomplete forms. Please be sure to complete all forms in their entirety to avoid delays.
- The webform will remain open through June 1, 2023 in order for agencies to submit information for officers that are hired after July 1, 2022.

Questions related to the stipend can be directed to Amanda Yarbrough or Kreasha Williams at the Office of Law Enforcement Standards (501) 682-2260.