

APPENDIX "A" POLICE OFFICER CERTIFICATIONS

Defining the Parameters for the Proposed Officer Incentive Plan:

"Certificate Pay" applies only to the General, Intermediate, Advanced and Senior Certificates recognized and defined by the State of Arkansas Commission On Law Enforcement Standards and Training or to those certificates or certifications recognized by another State's board or commission whose responsibility is the management and direction of law enforcement standards and training so long as the requirements for such certifications are equal to or exceed the requirements for those recognized in Arkansas.

Requirements

1. General Provisions

- a. To be eligible for the award of a certificate, each applicant must be a law enforcement officer appointed by a law enforcement unit located within the State of Arkansas, (Refer to [Regulation 1001\(9\)](#)).
- b. Each applicant shall meet the Commission's prescribed minimum standards for employment established pursuant to [Regulation 1002](#) except those Full-Time law enforcement officers who were employed before January 1, 1978. Those persons are "grandfathered" and exempt from meeting any selection or training requirements, provided they have been continually employed by the same agency since December 31, 1977. (See Act 1472 dated July 1, 1999 for changes relating to grandfathered officers)
- c. Each applicant should attest that he subscribes to the Law Enforcement Code of Ethics.
- d. All applications for an award of the Basic, General, Intermediate, Advanced or Senior Certificates shall be completed on the Form F-7, Application for Award of Law Enforcement Officer Certificate.
- e. In addition to the requirements set forth above for the award of a General, Intermediate, Advanced or Senior Certificate, each applicant shall have completed the designated education and training combined with the prescribed law enforcement experience.
- f. Education and training must be supported by copies of transcripts, certificates, diplomas, or other verifying documents attached to the application. Each training document must verify the number of classroom hours claimed.

2. Educations Points

- a. Each semester credit unit granted by a college or university, approved in accordance [Specification S-8](#), paragraph (a), operating on a semester schedule, shall equal one education point.
- b. Each quarter credit unit granted by a college or university, approved in accordance with [Specification S-8](#), paragraph (a), operating on a quarter schedule, shall equal .75 education point.

3. Training Points

Twenty (20) classroom hours of police training approved by the Commission shall equal one training point.

- a. Basic, Refresher, Supervisory, Middle Management, Executive, or Specialized courses certified, sponsored, or presented by the Commission will be acceptable for training credit.

- b. The Commission may approve departmental or other in-service training which is recorded and documented in the personnel files of the trainee's department. These records must confirm successful completion and must include the date completed, course or subject title, sponsoring agency, classroom training hours and/or college credit hours. (See Form F-10 for sample training log form.)
- c. Training completed in other states, military police training, and other specialized training, if properly documented and approved by the Commission as being required and/or useful to the department, may be allowed.
- d. With proper documentation Certified Instructors may claim course completion credit for the first time the law enforcement class is instructed.
- e. College credits earned in law enforcement related subjects may be counted for either training points or education points, whichever is to the advantage of the applicant.

4. Law Enforcement Experience

Experience acquired as a sworn law enforcement officer employed full-time and having statutory authority to enforce state or federal criminal, traffic or highway laws may be approved. Experience acquired with a police agency whose standards are lower than minimum standards established by the Commission will be rejected.

Law Enforcement experience claimed is subject to staff evaluation and final approval of the Commission.

5. The General Certificate

In addition to the requirements set forth in Section 1 of this specification, the following are required for the award of the General Certificate:

- a. Shall possess the Basic Certificate.
- b. Shall have satisfactorily completed the Basic Police Training Course approved by the Commission and have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience:

Education Points and/or Training Points	15	23	30	38
AND	&	&	&	&
Years of Experience	5	4	3	2

6. The Intermediate Certificate

In addition to the requirements set forth in Section 1 of this specification, the following are required for the award of the Intermediate Certificate:

- c. Shall possess or be eligible to possess a General Certificate.
- d. Shall have satisfactorily completed six (6) hours of College English or its equivalent from a college or university, approved in accordance with [Specification S-8](#), paragraph (a) with at least a 2.0 grade average on a 4.0 point scale. (Note: Equivalency will be determined in writing from the English Department Head of the college or university granting credit for the course).
- e. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience:

Education Points and/or Training Points	30	45	60	75	Associate Degree
AND	&	&	&	&	&
Years of Experience	8	7	6	5	4

7. The Advanced Certificate

In addition to the requirements set forth in Section 1 of this specification, the following are required for the award of the Advanced Certificate:

- f. Shall possess or be eligible to possess the Intermediate Certificate.
- g. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience and have attained the college level indicated with an overall grade average of at least 2.0:

Semester Hours	6	15	30	45	Associate Degree	Bachelor's Degree
Training Hours	420	360	300	240	210	210
Years of Experience	16	14	12	10	8	6

8. The Senior Certificate

In addition to the requirements set forth in Section 1 of this specification, the following are required for the award of the Senior Certificate:

- h. Shall possess or be eligible to possess the Advanced Certificate.
- i. Shall have acquired the following combinations of education and training points combined with the prescribed years of law enforcement experience and have attained the college level indicated with an overall grade average of at least 2.0:

Semester Hours	30	45	Associate Degree	Bachelor's Degree	Master's Degree
Training Hours	720	600	480	360	240
Years of Experience	18	15	12	9	6

** This list is not exclusive. Other certifications recognized by other state law enforcement certification entities that are substantially similar to or exceed the requirements of Arkansas law enforcement certifications shall also be recognized. Actual course curriculum and hours must be provided to document such certifications before same shall be accepted.*