


PINE BLUFF POLICE DEPARTMENT POLICY & PROCEDURES MANUAL

	SUBJECT:	POLICY NUMBER 702
	USE OF TRAINING CENTER	ISSUE DATE 02/19/2008
	CHAPTER: TRAINING	EFFECTIVE DATE 02/19/2008
	ISSUED By: Chief of Police John E. Howell	TOTAL PAGES 2

I. PURPOSE

Training hours along with other factors, are taken into consideration for promotions and are used in determining placement for specialized divisions.

II. REQUIREMENTS

A. SPECIALIZED TRAINING: Probationary officers are required to complete the Police Basic Training Course at the Arkansas Law Enforcement Training Academy during their first twelve (12) months of employment. Certified officers will attend specialized training when the need arises and/or situation allows. All attempts will be made by this department to provide specialized training to those needing such training.

B. IN-SERVICE TRAINING: Probationary officers are required to attend all in-service training scheduled during their first twelve (12) months. Permission to miss any training during this period must come from the Training Section. All certified officers below the rank of Assistant Chief of Police are required to obtain a minimum of twenty-eight (28) hours of in-service training per calendar year.

III. USE OF TRAINING FACILITIES

A. Anyone needing to use the range and/or training building will contact the Training Section to schedule a date and time to use said facilities.

1. The range can be used once a week for not more than two (2) hours at a time by a group of officers comprising not less than five or more than ten persons.
2. Each group must have a designated group leader.
3. The group leader will contact the training Sergeant to reserve a date and time for them to shoot, and then the training Sergeant will open the range on the date to operate the facility for the group.

4. Each group will be responsible for supplying their own ammunition.
5. The group leader will be responsible for insuring the range is cleaned up afterwards.
6. Any changes or reservations made by a group will be subject to final approval by the Service Division.

B. ANYONE USING THE RANGE IS REQUIRED TO:

1. Call the airport and advise them the range is in use; and
 2. Raise the "RED" flag located adjacent to the building.
- C.** Persons in charge of any training session are to ensure that it is left in a clean and orderly manner.