



Arkansas Community Correction

Two Union National Plaza Building
105 West Capitol, 3rd Floor
Little Rock, AR 72201-5731
501-682-9510 (office) 501-682-9513 (fax)

ADMINISTRATIVE DIRECTIVE: 17-04 EMPLOYEE TRAINING AND CERTIFICATION

TO: ARKANSAS COMMUNITY CORRECTION (ACC) EMPLOYEES

FROM: SHEILA SHARP, DIRECTOR

SUPERSEDES: AD 16-15

APPROVED: _____ Signature on file _____ EFFECTIVE: February 1, 2017

- I. **APPLICABILITY.** This directive applies to Arkansas Community Correction (ACC) employees.
- II. **POLICY.** ACC provides employees with opportunities and encouragement to gain necessary knowledge, skills, abilities, and information to enhance their ability to achieve the ACC mission and meet the following standards and/or requirements Prison Rape Elimination Act, American Correctional Association (ACA) accreditation, Commission on Law Enforcement Standards (CLEST) and the Office of Alcohol and Drug Abuse Prevention (OADAP) licensing requirements. (4-ACRS-7B-14 through -7B-18[P], and 4-APPFS-3A-20).
- III. **DEFINITIONS**
 - A. **CLEST** (Commission on Law Enforcement Standards) – A regulating agency that requires minimum selection and training standards for admission to employment as a law enforcement officer in Arkansas. All applicants for law enforcement positions must meet the requirements established by CLEST and complete CLEST approved training to obtain their certification.
 - B. **IN-SERVICE TRAINING** – Regular, on-going training for employees that is provided during the course of employment for ACC.
 - C. **NEEDS ASSESSMENT** – Surveys conducted by CTS that measure students’ learning and training needs. This is done electronically and manually for all documented trainings.
 - D. **PRE-SERVICE TRAINING** -Any ACC required training that must be successfully completed by law enforcement officers, correctional officers, and treatment staff that may be eligible for assigned duties.
- IV. **PURPOSE AND PROGRAM MANAGEMENT.** To establish uniform procedures within Arkansas Community Correction for standards and training for employees.
 - A. **Code of Conduct.** Rules of conduct, as established by the ACC and approved by the Board of Corrections shall be adhered to by all employees attending a class conducted by or under the authority

of the ACC. Violation of any rule of conduct shall result in written notification of the incident to the employee's supervisor and the Deputy Director of Administrative Services. All conduct notifications to supervisors will be initiated by the Training Administrator. The appropriate Division Deputy Director, or approved supervisory designee, may remove their employee from training if it is determined that the employee's continued involvement or attendance at training constitutes a safety hazard to the individual, class, or the employee's conduct is disruptive.

B. Administration. The Deputy Director of Administrative Services is responsible for oversight of the Central Training Section (CTS), which will be coordinated and supervised by the Training Administrator. (2-CO-1D-01, and 4-APPFS-3A-06)

C. The Training Administrator must:

1. Assess ACC's training programs annually and submit a written training needs assessment report to the Deputy Director of Administrative Services and obtain approval, with consideration to the following:
 - input from employees
 - a statistically valid job/task analysis to determine the needed knowledge, skills, and abilities to perform each job (4-APPFS-3A-11)
 - existing basic, pre-service, in-service, specialized, media-based, and other training programs. (4-APPFS-3A-07, and -3A-19)
2. Annually, use the training program assessment to update the agency training plan. Submit a written training plan to the Deputy Director of Administrative Services and obtain approval, with consideration to the following: the plan must provide for an ongoing formal evaluation of all pre-service, in-service, and specialized training programs, and for the annual written assessment report. (2-CO-1D-03; 4-ACRS-7B-11; 4-APPFS-3A-06, -3A-12, and -3A-14)
3. Maintain an electronic catalog and schedule of available classes that ACC employees have access to review. Provide information about other useful training resources such as on-line training and available CTS library materials. Ensure adequate space and equipment. (4-APPFS-3A-13 and 3A-24)
4. Obtain and maintain an electronic list of training requirements and required training hours for ACC positions.
5. Ensure any person hired for a position as an (LEO) Law Enforcement Officer completes the training standards set by the Commission on Law Enforcement Standards and ACC.
6. (CTS) Training Program:
The Central Training Section staff is responsible for coordinating training and obtaining CLEST certification for ACC.

V. TRAINING REQUIREMENTS.

A. All Employees.

ACC employees must participate in required training and meet or exceed the minimum requirements for their position. Attachment 1 can be used as a guide that describes the minimum training hours for various ACC employee categories. Employees who are required to maintain a license or certification may have additional training requirements and a different

time period for meeting them.

In addition to ACC-sponsored training, and with appropriate approval, employees are encouraged to attend professional meetings, seminars, external training, computer-based training, and webinars. Employees may request reimbursement pursuant to applicable policy. (4-APPFS-3A-21)

In addition to meeting basic requirements, employees are encouraged to seek training from a variety of sources in areas that enhance ability to perform the job, and better understand ACC operations and the corrections career field. All employees shall receive in-service training provided by qualified instructors, subject matter experts, guest instructors, and/or through CTS. Some training resources are listed on EagleNet.

(4-ACRS-7B-19[P] and 4-APPFS-3A-19)

Annual training requirements must be fulfilled during the period beginning 60 days prior to the employee's merit eligibility date and ending 12 months later. ***For example, for a merit eligibility date of October 1, the training rating period begins August 1 of one year and ends July 31 of the following year.***

B. New Employees

All newly hired employees required to attend either the Residential Services Basic Training Academy or the Parole/Probation Basic Training Academy must be assigned a Field Training or Security Training Officer upon hire and begin on-the-job training immediately.

Failure to complete required pre-service training within the initial probationary period of employment, not to exceed 12 months from date of employment, may result in disciplinary action up to termination.

1. Residential Services Basic Training Academy (RSBT) – This four week course is designed to provide newly hired employees assigned to Residential Services a better understanding of their basic job functions within ACC's Residential Centers. This course is comprised of classroom work, practical activities, physical fitness, teambuilding activities, and comprehensive and performance based testing. The Deputy Director of Residential Services must approve each Academy schedule to ensure all classes meet ACC's policies. ***Note: The length of this course can be subject to change based on Agency needs.***
 - a. Successfully complete 40 hour JAKE orientation training within the first 60 days of employment and on the job training prior to full time job duties. (2-CO-1D-05)
 - b. Successfully complete 136 hour academy without missing more than eight hours within the initial 12 months of employment
 - c. Successfully complete defensive tactics, performance testing and three exams with an overall 70 percent academic average
 - d. Complete additional courses and weapons qualifications if assigned to a Community Work Crew (CWC) authorized to carry firearms.
2. Probation/Parole Officer Basic Training Academy (PPO) – This six week course is designed to provide newly hired officers a better understanding of their basic job functions of supervising offenders. This course is comprised of classroom work, practical activities, physical fitness, teambuilding activities, and comprehensive and performance based testing. The Deputy Director of Parole/Probation must approve each Academy schedule

to ensure all classes meet ACC's policies. **Note: The length of this course is subject to change based on Agency needs.**

- a. Successfully complete 40 hour JAKE orientation training within the first 60 days of employment and on the job training prior to full time job duties. (2-CO-1D-05)
 - b. Successfully complete the 262 hour academy within the initial 9 months of employment without missing more than eight hours. In extenuating circumstances CLEST may approve a 3 month extension. The academy requirements include:
 - Successfully complete defensive tactics, performance testing and all academic requirements with an overall 70 percent average
 - Successfully complete firearms qualification with 80 percent accuracy.
3. Security and Field Training Officer Programs –Programs designed by experienced residential and field staff that teach and train while on-the-job. These programs are designed to provide more job-related coaching that will allow newly hired employees to be trained consistently across the state. JAKE Coordinators are responsible for enrolling employees in respective Training Officer Programs.
- a. Security Officer Training (STO) Program – This program is for newly hired employees that work in Residential Services. Each employee in the STO program must successfully complete all aspects of the program to maintain employment with ACC.

This program must be completed within the first 12 months of employment.

- b. Field Training Officer (FTO) Program – This program is for newly hired officers that work in Parole/Probation Services. Each employee in the FTO program must successfully complete all aspects of the program to maintain employment with ACC.

The Field Training Proficiency checklist shall be sent to the FTO Coordinator and CTS upon completion. This program must be completed within the first 12 months of employment.

C. Promotions. Employees promoting into supervisory positions must complete the Supervisor Management Level I and II courses offered by CTS.

D. Supervisor Management Course

Employees that are newly hired or are promoting into a supervisory position are required to take one of the following supervisor management courses within their first year of hire or promotion.

1. Supervisor Management Level I – A 40 hour course designed to teach ACC specific processes and procedures
2. Supervisor Management Level II - A 40 hour course designed to teach employees theoretical concepts on managing employees

E. Certified Law Enforcement Officers

All officers certified as Law Enforcement Officers are required to successfully complete the following annual in-service training required by CLEST and ACA. This includes the 16 required CLEST hours, which are as follows: (4-APPFS-3B-02M, 3B-01, 4-APPFS-3B-06, 4-APPFS-3E-05, 4-APPFS-3C-02, 2-CO-1C-11, PREA 115.211)

1. Code of Ethics - An Agency policy and required by ACA
2. Use of Force – A 4-hour block of instruction. An Agency policy that is required by CLEST and ACA
3. Firearms – Employees certified as law enforcement officers are required to successfully complete annual requalification. This is a CLEST requirement
4. Defensive Tactics – This is an Agency requirement and is directly related to use of force and required by ACA
5. Racial Profiling – An Agency policy and required by CLEST
6. Sexual Harassment – An Agency policy required by ACA
7. PREA – (PREA 115.211)
8. Critical Incident Report Writing
9. Interpersonal Communications
10. CPR/First Aid (every two years) Required by Agency

CLEST requires law enforcement officers to complete 16 hours of continuing education that can be applied to the 40 hours of annual training required by ACC.

It is the duty of the employee to meet annual training requirements to remain certified through ACC.

F. Community Work Crew (CWC) Course.

This is a 40 hour course that is designed to arm and certify Residential Services security staff to supervise offenders while performing community service. An officer who has successfully completed this course is authorized to carry an agency approved firearm as outlined in the “Weapons and Security Equipment AD.” It is the duty of the employee to meet annual training requirements to remain certified through ACC. (4-APPFS-3C-02, Ref 3ACRS-3A-05(4-ACRS-2B-01M, 4-APPFS-3B-06, 4-APPFS-3B-02M, 3B-01). The Chief Deputy Director must approve all classes and participants.

1. Successfully complete all academic requirements with a minimum 70 percent average
2. Successfully complete and pass all physical fitness requirements
3. Successfully pass firearms qualification with a minimum 80 percent accuracy
4. Successfully pass all phases of defensive tactics.

Officers that have successfully completed this course are required to complete the following to keep their certification current through ACC.

1. Use of Force
2. Defensive Tactics
3. Firearms – must successfully requalify, on an annual basis, on ACC’s approved firearms course.
4. Critical Incident Report Writing

G. Part Time II Certified Officer Course.

This is a minimum of a 110 hour course approved by ACC policy that allows specifically approved ACC personnel to become certified as a specialized law enforcement officer. The Director must approve when this course is held and the employees who attend it. Employees in this course must:

1. Successfully complete all academic requirements with a minimum average of 70 percent
2. Successfully complete and pass all physical fitness requirements
3. Successfully pass firearms qualification with a minimum of 80 percent accuracy
4. Successfully pass all phases of defensive tactics.

Officers that have successfully completed this course are required to complete the following to keep their certification current through ACC: (4-APPFS-3B-02M, 3B-01, 4-APPFS-3B-06, 4-APPFS-3E-05, 4-APPFS-3C-02, 2-CO-1C-11, PREA 115.211)

1. Code of Ethics - An Agency policy and required by ACA
2. Use of Force – Normally taught in four blocks of instruction. An Agency policy that is required by CLEST and ACA
3. Firearms – Employees certified as law enforcement officers are required to successfully complete annual requalification. This is a CLEST requirement
4. Defensive Tactics – This is an Agency requirement and is directly related to use of force and required by ACA
5. Racial Profiling – An Agency policy and required by CLEST
6. Sexual Harassment – An Agency policy and required by ACA
7. PREA – (PREA 115.211)
8. Critical Incident Report Writing
9. Interpersonal Communications
10. CPR/First Aid (every two years) Required by ACC

According to CLEST, law enforcement officers are required to complete 16 hours of continuing education. CTS is responsible for certifying many of the required trainings above to help meet this standard.

It is the duty of the employee to meet annual training requirements to remain certified through ACC.

H. Firearms

1. Residential security staff that is assigned a weapon while on duty must complete assigned additional courses and demonstrate proficiency in firearms use by qualifying annually with 80 percent accuracy on an agency-approved firearms course.
2. Administrative Officers and Probation/Parole Officers that are assigned a weapon while on duty must demonstrate proficiency in firearms by qualifying annually on agency-approved firearms with an 80 percent accuracy.

I. Defensive Tactics

All Residential positions assigned to work security and (LEO) Probation/Parole Officer positions are required to participate and successfully complete ACC's Defensive Tactics Program, which includes the following:

1. Use of Force – a minimum of a four hour block of instruction that must be taught as a part of the Defensive Tactics practical
2. Phases I, II, III - a 32 hour initial practical that CTS recommends being taught in three phases. Once an ACC employee completes the initial 32 hour course, he or she is only required to successfully complete an annual 16 hour refresher.

J. Instructor Certification

This is a 40 hour course that is designed to provide ACC employees with the skills necessary to instruct training classes within ACC. Based on individual credentials, those enrolled may receive a different level of CLEST certification.

1. **Instructor Qualifications.** Instructors must be qualified in the area in which they instruct. (4-ACRS-7B-12 [P]) In addition, ACC staff who instruct must:
 - a. successfully complete a 40 hour instructor development, OR
 - b. have a law degree, OR
 - c. be approved by CLEST (Commission on Law Enforcement Standards) based on appropriate credentials such as:
 - current teacher certification credentials
 - master instructor status (as recognized by the military)
 - a current or former Arkansas Law Enforcement Training Academy (ALETA) instructor, or
 - in a key ACC position such as Director, Chief Deputy Director, or Deputy Director.
 - d. CTS staff instructors must also successfully pass the Residential Services Basic Training class and ACC Parole/Probation Officer Academy within 12 months of employment. (4-ACRS-7B-10, 4-APPPS-3A-08)
2. **Requirements for Instructing CLEST-Certified Training.**
 - a. To instruct a Parole/Probation Academy class and any recurring training class for which CLEST training credit is required or desired, the instructor must meet the above requirements. Also, the instructor and lesson plan must be pre-approved for each specific class by the Arkansas Commission on Law Enforcement Standards and Training (CLEST). Submit CLEST Form F-5, "Application for Certification of Course" for pre-approval to the CTS Training Administrator who will forward the form to CLEST.
 - b. The Training Administrator must obtain CLEST approval of all Parole/Probation Academy instructors and the curricula before each Academy. The Training Administrator must also facilitate the process for annual CLEST approval and certification of instructors and training curriculum for the Racial Profiling and Firearms Qualification classes, which will take place each October, in addition to the required CLEST Training hours for Law Enforcement Officers.

Law Enforcement Officers must have proof of the above before an audit can be considered complete. Certificates will not be issued before CLEST audit deficiencies are corrected.
3. Instructors must plan for and use appropriate strategies to determine successful completion of training programs. (4-ACRS-7B-12 [P])
4. Instructors are encouraged to make appropriate use of community resources. (4-ACRS-7B-13)
5. For curriculum courses, the instructor must give the JAKE Coordinator a sign-in roster

and lesson plan. Courses that are CLEST approved require a copy of the signed f-18.

6. For each non-curriculum training session, the instructor must give the JAKE Coordinator a sign-in roster and some description of the lesson such as learning objectives, a written description of the content and outline, or a PowerPoint presentation.
7. CTS must process CLEST instructor certification requests to the Commission.
8. The Deputy Director of Parole/Probation Services must ensure the availability of a pool of Parole/Probation Officers qualified as firearms instructors to provide firearms training and other trainings as deemed necessary.

K. Certified And Licensed Staff.

All professional and certified staff must comply with applicable state and federal registration, certification, and licensure requirements. Verification of current credentials and job descriptions must be on file. (4-ACRS-7B-02)

L. Training Hour Requirements

1. Administrative staff shall receive forty (40) hours of training in addition to orientation training during their first year of employment with ACC.
2. Managerial staff shall receive forty (40) hours of training in addition to orientation training during their first year of employment with ACC.
3. Clerical/support employees receive sixteen (16) hours training in addition to orientation training.

M. Attendance

1. Pre-Service Training (Basic Training): An employee having an unexcused absence or an excused absence of more than one (1) day may be removed by their supervisor from the training and returned to his/her work station until reviewed by the Deputy Director of Administrative Services.
2. An employee having an excused absence of one (1) day or less may make up the missed training during the week the absence occurred and before any test is administered. The training staff shall provide the necessary procedure for the employee to complete the missed training. The individual's supervisor shall receive prompt notification of any absence.
3. Supervisors must ensure their employees are aware of and comply with training requirements. Supervisors must post and encourage employees to review the yearly CTS Training Calendar for training opportunities or requirements and ensure that employees are informed of their assigned training date in a timely manner. They must ensure that employees arrive to training with required equipment and materials. Supervisors may only approve training requests and credit for training that provides knowledge, skills, abilities, and/or information that enhances the learner's ability to achieve the ACC mission; and if funding is required, training is related to the employee's current job.

N. Curriculum Requirements.

1. The curriculum must be approved by the Training Administrator. A curriculum consists of a series of classes that are combined to create a regular course of study. Examples:
 - Parole/Probation Officer Academy
 - Residential Services Basic
 - New Employee Orientation
 - Refresher Training
 - A series of 3 or more classes presented on a recurring basis.
2. Training curriculum must be evidence-based and developed based on clear, concise, measurable, and written statements of intended learning outcomes. The content and instructional methods selected for a training program must be consistent with stated learning objectives, sequenced to facilitate learning, and incorporate strategies to evaluate the learning. (4-APPFS-3A-09)
3. Lessons in a training curriculum must be developed based on employee career tracks, organizational needs, the results of the training assessment, and in accordance with the agency's Training Plan.
4. For classes that are part of a curriculum, training presented by ACC staff or by non-ACC instructors exclusively for ACC staff must have lesson plans pre-approved by the Training Administrator. An approved lesson plan may be used in subsequent years if it remains current. The Training Administrator must approve substantial revisions.
5. Lesson plans must include learning objective(s) and indication of content.
6. CTS instructors must provide an opportunity for students to critique the material, course content, and instructors on major courses provided or sponsored by the CTS. (4-ACRS-7B-12 [P])

O. Process for Obtaining Training and Training Credit.

1. Training Request Requirements.

- a) Training must be requested and approved in advance by the supervisor. However, supervisor approval is not required when the CTS enrolls new employees in training.
- b) If ACC will incur reimbursable expenses for the training, the Training Request form must be completed and approved in advance by the supervisor, the appropriate Deputy Director and the Deputy Director of Administrative Services.
- c) If out-of-state travel is required, refer to the Travel Reimbursement AD.
- d) If training is NOT "ACC sponsored," the Training Request form is required. Examples of when the form is required include on-line webinars, AASIS classes, OPM classes, and outside training for treatment staff. The Director has the authority to approve exceptions.
- e) When a training request form is not required by policy, supervisors have the option of

approving training verbally, by email, or on a Training Request form.

- f) ACC Training Sponsor/Instructor Responsibilities. When training is conducted or otherwise sponsored by ACC staff, the ACC person responsible for the training must provide CTS with a curriculum or lesson plan approval request. The approved curriculum or lesson plan being taught must be on file with CTS. All CLEST required training must be pre-approved with the Commission prior to instruction. The Jake Coordinator must receive an attendance roster. The responsible person must ensure the attendance roster and sufficient training documentation (such as the approved lesson plan and f-18), are provided to the JAKE Coordinator.

- 2. **To Ensure Training Credit.** Employees are responsible for ensuring required training hours are in the JAKE training database. Training credits may be viewed on the EagleNet/JAKE webpage or the JAKE Coordinator can provide earned credit hours. Employees should always sign the attendance roster to help ensure proper credit.

When taking classes that are NOT ACC-sponsored, complete and process the bottom portion of the Training Request form. Submit this with sufficient documentation showing the training content such as a training summary, agenda, and/or certificate.

- 3. **New Employee Enrollment in Certain Classes.** New employees will be enrolled by CTS staff in the next available JAKE (Joint Access to Knowledge via e-Learning) Orientation class and where required, the Residential Services Basic and the Parole/Probation Academy. JAKE refers to the computer training program that is available through the agency intranet (EagleNet). Requests to change enrollment to a later date must be approved by the appropriate Supervisor who will advise CTS if approved.
- 4. **JAKE On-Line Training.** CTS will enroll all new employees in Orientation. Supervisors must allow employees time free from interruption to complete orientation prior to full assignment of duties. Upon completion of the JAKE Orientation training, employees must sign the “Orientation Acknowledgement” form. (4-ACRS-7C-01, -7E-07[P])
- 5. **AASIS and OPM Training**
For any training other than internal, including AASIS, OPM, Criminal Justice Institute and on-line, contact CTS for specific registration details.
- 6. **Other Training Credit.**
Use the following table to determine training hours that may be awarded when credit is earned in “college semester hours,” or “college quarter hours,” or “Continuing Education Units (CEUs).” One CEU is defined as 10 hours of participation in a recognized continuing education program with qualified instruction and sponsorship.

TRAINING HOUR CREDIT CONVERSION TABLE	
Type of Hours	Training Hours
1 Semester Hour of Credit	6
1 College Quarter Hour of Credit	3
1 Continuing Education Unit	10
1 Hour of Professional Development or Continuing	1

An employee may submit a request to substitute training received prior to employment with ACC to satisfy special requirements such as supervisory courses and certificate courses. Submit requests to the CTS Training Administrator whose approval is required.” (4-ACRS-7B-04)

Training credit may be awarded for staff meetings; however, this is limited to two hours per month. A Training Request form is not required for staff meetings.

ACC Instructors may request credit for actual class preparation time (research and developing materials, lesson plans, objectives, etc.), revision or update of current plan.

An employee who conducts an American Correctional Association (ACA) internal or external audit may be approved for 3 training credit hours for each half-day spent conducting the audit. An employee who receives compensation for an external audit will not receive training credit.

P. ADVERTISING TRAINING SESSIONS.

Supervisors are encouraged to ask CTS to post relevant class information on EagleNet when seats are available for staff from other ACC offices.

ACC employees are encouraged to continue their education and to join and participate in criminal justice and allied professional associations and activities. (2-CO-1D-09 and 2-CO- 1 D-10)

All attendees of ACC sponsored academies must meet the physical fitness standards set forth during training.

VI. ATTACHMENTS.

Attachment 1 Minimum Required Employee Training Hours
AD 16-15 Form 1, Training Request
AD 16-15 Form 2, Orientation Acknowledgement

Arkansas Community Correction
MINIMUM REQUIRED EMPLOYEE TRAINING HOURS

CATEGORY OF POSITIONS	EMPLOYEE ORIENTATION	FIRST YEAR TRAINING	ANNUAL TRAINING (second and subsequent employment years)
Parole/Probation Services (including treatment) staff in field offices with regular contact with offenders	40	262	40
Parole/Probation staff with minimal or no offender contact	40	16	16
Residential Services offender-care workers with regular contact with offenders	40	136	40
Residential center staff with minimal or no offender contact, such as personnel staff, business managers, and administrative specialists.	40	16	16
Central Office managerial staff (any staff designated as FSLA exempt)	40	40	40
Central Office clerical and support staff (staff designated as Non-exempt by FSLA standards)	40	16	16
Central Training Section staff This includes PPO and RSBT Academies, unless already attended	40	398	40
Extra help and part-time employees	16	As appropriate to the position	As appropriate to the position

**Arkansas Community Correction
TRAINING REQUEST**

Use this form to request training approval and credit. Retain a copy for submission when training is completed as described in "Request for Training Hours" below. **The employee is responsible for making any necessary registration and travel arrangements after receiving approval.**

Student/Employee's Name: _____ Phone: _____
Student/Employee's
Position: _____
Course Title: _____ Training Sponsor: _____
Training Date(s) _____ Start Time: _____ End Time: _____
Training Location: _____

Will this information be shared? YES NO If yes, how will you share? _____

ESTIMATED COST **Is a state vehicle available?** YES NO N/A

Transportation _____	Note, Attach a completed Out-of-State Travel Request form if traveling out of state.	
Registration (Cannot include membership fees) _____		
Lodging _____		
Meals _____		
Miscellaneous _____		
TOTAL: _____		Employee Signature _____ Date _____

Supervisors may only approve training requests and credit for training that provides knowledge, skills, abilities, and/or information that enhances the learner's ability to achieve the ACC mission; and if funding is required, training is related to the employee's current job.

Supervisor: APPROVED DISAPPROVED _____
Signature Date

Admin. Services Deputy Director if reimbursable expenses): FUNDS ARE AVAILABLE FUNDS ARE NOT AVAILABLE _____
Signature Date

Division Deputy Director (if reimbursable expenses): APPROVED DISAPPROVED _____
Signature Date

REQUEST FOR TRAINING HOURS

For ACC-sponsored training this form is not needed if the instructor provides a JAKE Coordinator with the sign-in roster with your signature and supporting documentation. In this situation you should check to ensure credit was awarded in JAKE and if not, take actions necessary to provide documentation and get the credit. Upon completion of training that is NOT ACC sponsored, complete this section then submit this form through your supervisor to the JAKE Coordinator.

Actual Training Hours Training Credit Hours **APPROVED:** (supervisor)

- I hereby certify that I fully participated in the training described above.**
 - Certificate Attached** No certificate issued, but I initialed (on the attached agenda) the classes that I attended.
- I certify that I partially participated in the training described above by attending only _____ hours.**
 - I have initialed (on the attached agenda) the classes that I attended.

Employee/Student's Name (Print)	Date	Supervisor's Name (Print)
Employee/Student's Signature	Date	Supervisor's Signature

Arkansas Community Correction ORIENTATION ACKNOWLEDGEMENT

The ACC develops and maintains varied and many directives and/or policies that define how we conduct our business. They enable us to accomplish the agency mission, goals and objectives, and copies of certain policies are provided during new employee orientation and are available on “EagleNet”, the ACC Intranet. You may access them by accessing any ACC computer, opening the Internet Explorer browser, clicking on “Favorites” then “EagleNet”, and finally click on “Policy, Forms & Documents” on left side menu. Navigate through the documents to find the item that pertains to your topic. If you do not have access to a computer, contact your supervisor. The following documents were provided via hard copy and/or accessed during the New Employee Training:

- Employee Handbook
- Employee Performance Evaluation, initial presentation & explanation of performance evaluation documents
- Drug Free Workplace
- Whistle Blower Act
- Historical Perspective & Goals of ACC
- Records Management
- Rape Elimination
- Use of Force
- Evidence Based Practices
- Resource Control Policy
- Provision & explanation of essential job functions, duties & responsibilities
- Office Security and Safety
- Code of Ethics and Rules of Conduct
- Employee Discipline
- Employee Grievance/Mediation Procedure
- Tobacco Free Environment
- Employee Work Schedules, Compensation, and Timekeeping
- Communication Skills
- Interpersonal Communications
- Computer, Cell Phone, Copier, and Technology Resources
- Agency Description and Public Information
- Reporting and Investigation Incidents and Hazards
- Preventing Harassment
- Arkansas State Vehicle Safety Program
- Facility Orientation on basic emergency procedures or response **(with veteran employee or supervisor)**
- Equipment assignment/orientation (computer, keys, firearms, handcuffs, pepper spray) **(with veteran employee or supervisor)**
- Job Specific Policies & Standard Operating Procedures **(with veteran employee or supervisor)**
- Job Specific Training Rotation **(with veteran employee or supervisor)**

I have read and understand the documents or processes listed above. I understand that it is my responsibility to stay current on policies/procedures that pertain to me and my responsibilities. These documents are updated on occasion and I may not be notified when they are updated. If I have any questions, I will address them with my supervisor or contact ACC Human Resources Section for personnel issues. I understand that nothing contained in ACC policy/procedural documents, applications, or the granting of an interview, or the placement in a probationary status, or any other administrative act, creates a contract between myself and ACC for either employment or the provision of benefits. I have familiarized myself with the job specific items and fully understand my duties and responsibilities. I have signed and dated this acknowledgement and understand it will be maintained in my personnel/training files.

I acknowledge that I have satisfactory completed the 40 hours of New Employee Orientation.

Printed Employee Name	Employee Signature	Date
Printed Supervisor Name	Supervisor Signature	Date

Give this form to the JAKE Coordinator to scan into the training records and forward (original) to ACC HRS (105 W. Capitol, Little Rock, AR, 3rd floor, Little Rock, AR 72201-5731).