



STATE OF ARKANSAS  
**Department of Finance  
 and Administration**

# EXHIBIT E.1

OFFICE OF PERSONNEL MANAGEMENT  
**Administrator's Office**  
 1509 West Seventh Street, Suite 201  
 Post Office Box 3278  
 Little Rock, Arkansas 72203-3278  
 Phone: (501) 682-1823  
[www.dfa.arkansas.gov](http://www.dfa.arkansas.gov)

May 17, 2017

Senator John Cooper, Co-Chairperson  
 Representative Les Eaves, Co-Chairperson  
 Uniform Personnel Classification and  
 Compensation Plan Subcommittee  
 Arkansas Legislative Council  
 State Capitol Building, Room 315  
 Little Rock, Arkansas 72201

Dear Co-Chairs:

The Office of Personnel Management (OPM) submits a request from the Commission on Law Enforcement Standards and Training (CLEST) for your review.

The CLEST is requesting one (1) position from the OPM surrender pool established by Ark. Code Ann. §21-5-225(a)(1). The classification requested along with the position being surrendered are listed below:

<u>POSITION SURRENDERED</u>	<u>TITLE</u>	<u>CLASS CODE</u>	<u>GRADE</u>
22090803	Cook	S086C	C104

**CLASSIFICATION REQUESTED**

Attorney Specialist	G047C	C126
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**JUSTIFICATION**

CLEST was assigned multiple additional responsibilities during the 2017 legislative session. These additional tasks include approving new law enforcement agencies as well as agencies that have been inactive for more than a year; reviewing penalties against agencies; and, monitoring pawnshop brokers. Although CLEST are represented by the Attorney General's office, the agency itself has never had a staff attorney. This position will assist with all legal issues concerning the agency with a main focus on the newly assigned duties involving the Pawnbroker's Commission. This position will also be tasked with reviewing and approving or denying the numerous Freedom of Information Act requests that are received by the agency.

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The Office of Personnel Management has reviewed this request and **recommends** the approval of one (1) position from the OPM surrender pool. OPM recommends this position be continued for the 2017-2019 biennium.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill  
State Personnel Administrator



Chief Fiscal Officer of the State

APR 25 2017  
Date

KB/ca:1-2



STATE OF ARKANSAS

Commission On  
Law Enforcement Standards and Training



GOVERNOR  
Asa Hutchinson

LAW ENFORCEMENT TRAINING ACADEMY  
P.O. Box 3106  
East Camden, Arkansas 71711  
(870) 574-1810 FAX: (870) 574-2706

OFFICE OF LAW ENFORCEMENT STANDARDS  
#4 State Police Plaza Drive  
Little Rock, AR 72209  
(501) 682-2260 FAX: (501) 682-1867

DIRECTOR  
Jami Cook

April 6, 2017

Mrs. Kay Barnhill, Administrator  
DFA Office of Personnel Management  
P.O. Box 3278  
Little Rock, AR 72203-3278



Dear Mrs. Barnhill,

The Commission on Law Enforcement Standards and Training (CLEST) has the responsibility for maintaining the records for over 12,000 law enforcement officers in the state, certifying all the training for those officers, providing basic training, advanced, and specialized training, holding decertification hearings for law enforcement officers when warranted, and managing three separate academy locations. Since CLEST is the custodian of these records, the agency receives numerous requests for records under the Arkansas Freedom of Information Act that must be answered in a timely manner by providing the record or denying the request based on reasons outlined in the FOIA.

During the 2017 legislative session, CLEST was also assigned the responsibility for approving new law enforcement agencies and agencies that have been inactive for more than a year as well as assessing administrative penalties against agencies and entities that violate CLEST rules. Additionally, the legislature created a new commission to oversee pawnshop brokers and assigned CLEST to administer the Act.

The CLEST Commission members are represented by the Attorney General's Office, but the agency itself has never had a staff attorney. With the addition of the new responsibilities, especially the issues involved with the Pawnbroker's Commission, CLEST has a great need for a staff attorney to be able to meet the expectations and responsibilities of the agency. The need for an attorney has been growing in recent years in regard to the FOI issues that have become increasing complex and burdensome, as well as questions of law that arise frequently regarding officer certification.

Thank you for your assistance in this request.

Sincerely,

Jami Cook, Director



DEPARTMENT OF FINANCE & ADMINISTRATION  
**Office of Personnel Management**  
**Request for Pool Position**

Business Area	Agency/Institution	Date
0950	COMMISSION ON LAW ENFORCEMENT STANDARDS AND TRAINING	04/05/17

**Position(s) to be Surrendered**

Position/Item Number	Classification Title	Pay Grade	Class Code
22090803	COOK	C104	S086C

**Classification(s) Requested**

N/A	Classification Title	Pay Grade	Class Code
N/A	ATTORNEY SPECIALIST	C126	G047C

I Hereby Certify / Understand That:

- A. The position requested is critical to the operation of this Agency/Institution and a detailed justification for this request is attached. (Justification should be detailed and not less than one typed page in length.)
- B. Sufficient funds are available to fund this position at the requested grade.
- C. This is a full time position that will not be used for any other purpose than that which is outlined in the attached narrative.
- D. The position to be surrendered is the highest grade position available and the loss of this position will not adversely affect the operation of this Agency/Institution.
- E. No current employee will be displaced by this action.

Agency Personnel Rep	Date
<i>Shirley Walker</i>	4-5-17

Agency Director	Date
	04-05-2017