



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

OFFICE OF PERSONNEL MANAGEMENT
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February 15, 2017

Senator Bart Hester, 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 Arkansas Law Enforcement Training Academy (ALETA) for your review.

The ALETA 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>
22090806	Cook	S086C	C104
<u>CLASSIFICATION REQUESTED</u>			
	ALETA Training Instructor	T029C	C120

JUSTIFICATION

ALETA is requesting this position for the ALETA Central Campus at Camp Robinson. Currently, this campus has one Training Supervisor that is responsible for managing the basic police training course and all of the advanced courses offered at the Central ALETA Campus. The requested ALETA Training Instructor will acquire some of the duties for which the existing Training Supervisor is responsible along with several other tasks including: representing ALETA at all training events; coordinating training schedules for two annual basic academy training courses; managing the curriculum used at the campus; and, serving as a resource to students and adjunct instructors. Approval of this pool position will allow the ALETA Central Campus to increase the number of advanced training courses offered.

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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.

Your approval of this request is greatly appreciated.

Sincerely,



Kay Barnhill
State Personnel Administrator



Chief Fiscal Officer of the State

FEB 15 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) 682-1582

DIRECTOR
Jami Cook

February 9, 2017

Kay Terry, Administrator
Department of Finance & Administration
Administrator, State Personnel Administrator
P. O. Box 3278
Little Rock, AR 72203



Re: Position for Camp Robinson – ALETA Central Ar. Basic Training Instructor

The position is requested for the Arkansas Law Enforcement Training Academy Central Campus at Camp Robinson. The campus currently has only a Training Supervisor Position. The responsibilities of the supervisor are the oversight of planning, organization, execution and direction of the Basic Police Training Course and Advanced Courses offered at the Central ALETA Campus. The requested position is needed to:

- Divide the numerous responsibilities to ensure the Central ALETA Campus runs efficiently and effectively.
- With two employees, the number of advanced training classes to be offered at Central ALETA will be increased substantially.
- The Central ALETA instructor can assist with CLEST initiatives that are currently being created.
- Ensure that there is always an ALETA presence at Central ALETA training events.
- Provide instruction to the basic students at the Central ALETA Campus.
- Provide aide in instructing practical training exercises at Central ALETA.
- Monitor testing of basic students at Central ALETA.
- Provide students with a sense of uniformity.
- Greet adjunct instructors and help them set up to teach classes.
- Assist in coordinating training schedules and personnel for 2 annual Basic Academy training courses.

- Assist in coordinating training schedules and personnel for approximately 18- 24 specialized training course for continuing education and in-service training.
- Charged with first line disciplinary action concerning student matters.
- Assist in managing curriculum.
- Validates research of national trends and news to ensure we remain proactive and vigilant in regard to providing reality based curriculum.

Thank you for your assistance with this request, if additional information is needed please advise me.

Best Regards,

A handwritten signature in black ink, appearing to read "J. L. COOK". The signature is written in a cursive style with a large initial "J" and "L".

Jami Cook



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	01/31/2017

Position(s) to be Surrendered

Position/Item Number	Classification Title	Pay Grade	Class Code
22090806	COOK	C104	S086C

Classification(s) Requested

N/A	Classification Title	Pay Grade	Class Code
	ALETA TRAINING INSTRUCTOR	C120	T029C

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
Sheena Wallace 2-10-2017

Agency Director Date
J. Cook