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Emergency Regulation and Notice of Intended Regulatory Action (NOIRA) Agency Background Document

Agency name	Department of Criminal Justice Services
Virginia Administrative Code (VAC) Chapter citation(s)	_6_ VAC 20-270
VAC Chapter title(s)	Regulations Relating to Campus Security Officers
Action title	Comprehensive Review and Update of Regulations Relating to Campus Security Officers
Date this document prepared	11/06/2024

This information is required for executive branch review and the Virginia Registrar of Regulations, pursuant to the Virginia Administrative Process Act (APA), Executive Order 19 (2022) (EO 19), any instructions or procedures issued by the Office of Regulatory Management (ORM) or the Department of Planning and Budget (DPB) pursuant to EO 19, the Regulations for Filing and Publishing Agency Regulations (1 VAC 7-10), and the *Form and Style Requirements for the Virginia Register of Regulations and Virginia Administrative Code*.

Brief Summary

Provide a brief summary (preferably no more than 2 or 3 paragraphs) of the subject matter, intent, and goals of this this regulatory change (i.e., new regulation, amendments to an existing regulation, or repeal of an existing regulation). Alert the reader to all substantive matters or changes. If applicable, generally describe the existing regulation.

This regulatory change incorporates revisions and updates to five sections and repeals one section of 6 VAC 20-270, which enumerates the compulsory minimum training standards and requirements relating to campus security officers employed in the Commonwealth of Virginia. Eight forms and links to such have been revised and two have been eliminated, due to no longer being relevant. This emergency action stems from legislative mandates and the Virginia Center for School and Campus Safety division of DCJS worked to assemble and consult with an advisory group comprised of campus chiefs, relevant stakeholders, campus security officer subject matter experts and their supervisors, that ultimately approved the regulatory text and forms. Additionally, on October 10, 2024, the Criminal Justice Services Board approved the opening of an emergency regulatory action to make these amendments, as well as the regulatory text itself.

Acronyms and Definitions

Define all acronyms used in this form, and any technical terms that are not also defined in the "Definitions" section of the regulation.

Board: Criminal Justice Services Board, DCJS' policy board
DCJS: Department of Criminal Justice Services
CJSB: Criminal Justice Services Board, DCJS' policy board
Department: Department of Criminal Justice Services
CSO: Campus Security Officer
VCSCS - Virginia Center for School and Campus Safety

Mandate and Impetus (Necessity for Emergency)

Explain why this rulemaking is an emergency situation in accordance with § 2.2-4011 A and B of the Code of Virginia. In doing so, either:

a) *Indicate whether the Governor's Office has already approved the use of emergency regulatory authority for this regulatory change.*
b) *Provide specific citations to Virginia statutory law, the appropriation act, federal law, or federal regulation that require that a regulation be effective in 280 days or less from its enactment.*

As required by § 2.2-4011, also describe the nature of the emergency and of the necessity for this regulatory change. In addition, delineate any potential issues that may need to be addressed as part of this regulatory change.

This rulemaking is an emergency situation in accordance with § 2.2-4011(B), as the passage of legislation several years ago related to campus security officers was mandated, but regulatory amendments and updates were not initially promulgated. Pursuant to § 9.1-102(46) in the *Code of Virginia*, DCJS shall establish minimum standards for (i) employment, (ii) job-entry and in-service training curricula, and (iii) certification requirements for campus security officers. Such training standards shall include, but not be limited to, the role and responsibility of campus security officers, relevant state and federal laws, school and personal liability issues, security awareness in the campus environment, and disaster and emergency response. The Department shall provide technical support and assistance to campus police departments and campus security departments on the establishment and implementation of policies and procedures, including but not limited to: the management of such departments, investigatory procedures, judicial referrals, the establishment and management of databases for campus safety and security information sharing, and development of uniform record keeping for disciplinary records and statistics, such as campus crime logs, judicial referrals and Clery Act statistics. The Department shall establish an advisory committee consisting of college administrators, college police chiefs, college security department chiefs, and local law-enforcement officials to assist in the development of the standards and certification requirements and training pursuant to this subdivision

DCJS sought and obtained formal Board approval to move forward with an emergency regulatory action to promulgate amendments to five sections of the existing 6 VAC 20-270 on October 10, 2024. Additionally, on the same date, the CJSB also approved the emergency regulatory text as amended in 6 VAC 20-270-30, 6 VAC20-270-40, 6 VAC 20-270-110, 6 VAC 20-270-120, 6 VAC 20-270-130, and the repeal of 6 VAC 20-270-70, as well as the update of eight forms (and repeal of two forms).

Legal Basis

Identify (1) the promulgating agency, and (2) the state and/or federal legal authority for the regulatory change, including the most relevant citations to the Code of Virginia or Acts and Assembly chapter number(s), if applicable. Your citation must include a specific provision, if any, authorizing the promulgating agency to regulate this specific subject or program, as well as a reference to the agency's overall regulatory authority.

The promulgating agency for this emergency regulation is the Department of Criminal Justice Services, which has the regulatory authority under § 9.1-102 to do so. Pursuant to § 9.1-102, the Department, under the direction of the Board, which shall be the policy-making body for carrying out the duties and powers hereunder, shall have the power and duty to adopt regulations, pursuant to the Administrative Process Act (§ 2.2-4000 et seq.), for the administration of this chapter. Additionally, DCJS has the authority under § 9.1-102(46) of the *Code of Virginia*, to establish minimum standards for (i) employment, (ii) job-entry and in-service training curricula, and (iii) certification requirements for campus security officers, which has been in effect for many years.

Purpose

Describe the specific reasons why the agency has determined that this regulation is essential to protect the health, safety, or welfare of citizens. In addition, explain any potential issues that may need to be addressed as the regulation is developed.

DCJS has determined that this regulation is essential to protect the safety and welfare of citizens in the Commonwealth, and it has already been codified in § 9.1-102(46) for several years, though was never amended in regulation, which the reason for utilizing the emergency regulatory process, pursuant to § 2.2-4011(B) of the Code of Virginia. The purpose of the amendments made to 6 VAC 20-270 is to incorporate updates and legislative mandates specific to campus security officers after working with the advisory group mandated by the General Assembly. Ultimately, the inclusion of this these updates will assist in efforts to maintain the protection of and safety for countless citizens across Virginia, as well as promote transparency and clarity in how campus security officers are trained.

Substance

Briefly identify and explain the new substantive provisions, the substantive changes to existing sections, *or both. A more detailed discussion is provided in the "Detail of Changes" section below.*

The substantive changes to the five sections of 6 VAC 20-270 include minor updates and revisions since the passed legislation several years ago, and also repeals 6 VAC 20-270-70, which is no longer relevant and serves to support Governor Youngkin's EO19 in effort to reduce unnecessary regulation. Additionally, eight forms (of the current 10) have been updated and two are being repealed, as they are also no longer relevant and/or necessary.

Issues

Identify the issues associated with the regulatory change, including: 1) the primary advantages and disadvantages to the public, such as individual private citizens or businesses, of implementing the new or amended provisions; 2) the primary advantages and disadvantages to the agency or the Commonwealth; and 3) other pertinent matters of interest to the regulated community, government officials, and the public.

If there are no disadvantages to the public or the Commonwealth, include a specific statement to that effect.

The primary advantages associated with this regulatory change are numerous to the public as well as to Virginia's campus security officers. More effective training is detailed throughout the revisions to this regulation for such professionals, and redundancy and unnecessary requirements are being eliminated. The mandated training incorporated in this emergency regulatory change assist in keeping the Commonwealth's citizens safe as well. There are no disadvantages to the public or the Commonwealth by incorporating this training, as the CJSB voted to approve the revisions and emergency text in October of 2024.

Alternatives to Regulation

Describe any viable alternatives to the regulatory change that were considered, and the rationale used by the agency to select the least burdensome or intrusive alternative that meets the essential purpose of the regulatory change. Also, include discussion of less intrusive or less costly alternatives for small businesses, as defined in § 2.2-4007.1 of the Code of Virginia, of achieving the purpose of the regulatory change.

There are no viable alternatives to the regulatory changes that were considered, as the updates to this regulation were legislatively mandated and were codified in § 9.1-102(46) in the *Code of Virginia*, as of several years ago. The changes were not, however, incorporated into the regulatory text so DCJS is of the belief that there are no alternatives to promulgating these changes. The revisions are not burdensome or intrusive to small businesses.

Periodic Review and Small Business Impact Review Announcement

If you wish to use this regulatory action to conduct, and this Emergency/NOIRA to announce, a periodic review (pursuant to § 2.2-4017 of the Code of Virginia and the ORM procedures), and a small business impact review (§ 2.2-4007.1 of the Code of Virginia) of this regulation, keep the following text. Modify it as necessary for your agency. Otherwise, delete the paragraph below and insert "This NOIRA is not being used to announce a periodic review or a small business impact review."

In addition, pursuant to the ORM procedures and § 2.2-4007.1 of the *Code of Virginia*, the agency is conducting a periodic review and small business impact review of this regulation to determine whether this regulation should be terminated, amended, or retained in its current form. Public comment is sought on the review of any issue relating to this regulation, including whether the regulation (i) is necessary for the protection of public health, safety, and welfare; (ii) minimizes the economic impact on small businesses consistent with the stated objectives of applicable law; and (iii) is clearly written and easily understandable.

Public Participation

Indicate how the public should contact the agency to submit comments on this regulation, and whether a public hearing will be held, by completing the text below. In addition, as required by § 2.2-4007.02 of the Code of Virginia describe any other means that will be used to identify and notify interested parties and seek their input, such as regulatory advisory panels or general notices.

INSERT:

The Department of Criminal Justice Services is providing an opportunity for comments on this regulatory proposal, including but not limited to (i) the costs and benefits of the regulatory proposal, (ii) any alternative approaches, and (iii) the potential impacts of the regulation.

Anyone wishing to submit written comments for the public comment file may do so through the Public Comment Forums feature of the Virginia Regulatory Town Hall web site at: https://townhall.virginia.gov. Comments may also be submitted by mail, email or fax to Kristi Shalton, 1100 Bank Street, Richmond, VA 23219, (804) 786-7801, or Kristi.shalton@dcjs.virginia.gov. In order to be considered, comments must be received by 11:59 pm on the last day of the public comment period.

A public hearing will not be held following the publication of the proposed stage of this regulatory action.

Detail of Changes

List all regulatory changes and the consequences of the changes. Explain the new requirements and what they mean rather than merely quoting the text of the regulation. For example, describe the intent of the language and the expected impact. Describe the difference between existing requirement(s) and/or agency practice(s) and what is being proposed in this regulatory change. Use all tables that apply, but delete inapplicable tables.

If an existing VAC Chapter(s) is being amended or repealed, use Table 1 to describe the changes between existing VAC Chapter(s) and the emergency regulation. If existing VAC Chapter(s) or sections are being repealed and replaced, ensure Table 1 clearly shows both the current number and the new number for each repealed section and the replacement section.

Table 1: Changes to Existing VAC Chapter(s)

Current chapter-section number	New chapter-section number, if applicable	Current requirements in VAC	Change, intent, rationale, and likely impact of new requirements
20-270-30	N/A	A. In addition to meeting all the hiring requirements of the employing college, university, or private security services business supplying campus security services to the college or university, all campus security officers are required to meet the following compulsory minimum entry-level training	A. In addition to meeting all the hiring requirements of the employing college, university, or private security services business supplying campus security services to the college or university, all campus security officers are required to meet the following compulsory minimum entry-level training and certification standards. Such person shall: 1. Be a United States citizen or legal resident eligible under United States law for employment in the United States. 2. Undergo a background investigation to include a criminal history inquiry. Results of such

		and certification standards. Such person shall: 1. Be a United States citizen or legal resident eligible under United States law for employment in the United States. 2. Undergo a background investigation to include a criminal history inquiry. Results of such inquiries shall be examined by the employer. 3. Possess a high school diploma, General Education Diploma (GED), or other accepted secondary school credential. 4. Be a minimum of 18 years of age. 5. Possess a valid driver's license issued by his state of residence if required by the duties of office to operate a motor vehicle. 6. Successfully complete first aid training as determined by the employing college or university. The level and substance of such training shall be at the discretion of the employing college or university.	inquiries shall be examined by the employer. 3. Possess a high school diploma, General Education Diploma (GED), or other accepted secondary school credential. 4. Be a minimum of 18 years of age. 5. Possess a valid driver's license issued by his state of residence if required by the duties of office to operate a motor vehicle. 6. Successfully complete first aid training as determined by the employing college or university. The level and substance of such training shall be at the discretion of the employing college or university. 7. Complete the online course ~~Introduction to Incident Command System for Higher Education (IS-100.HE)~~ Introduction to the Incident Command System (IS-100.C) provided by the Emergency Management Institute at the Federal Emergency Management Agency (FEMA). 8. Comply with compulsory minimum entry-level training standards approved by the department. ~~a. Every campus security officer hired before January 31, 2011, is required to comply with the compulsory minimum entry-level training standards within 365 days of the effective date of this regulation. Every campus security officer hired on or after January 31, 2011, is required to comply with the compulsory minimum entry-level training standards within 180 days of the date of hire.~~ ~~b.~~ a. The compulsory minimum entry-level training standard shall consist of modules of

		7. Complete the online course Introduction to Incident Command System for Higher Education (IS-100.HE) as provided by the Emergency Management Institute at the Federal Emergency Management Agency (FEMA). 8. Comply with compulsory minimum entry-level training standards approved by the department. a. Every campus security officer hired before January 31, 2011, is required to comply with the compulsory minimum entry-level training standards within 365 days of the effective date of this regulation. Every campus security officer hired on or after January 31, 2011, is required to comply with the compulsory minimum entry-level training standards within 180 days of the date of hire. b. The compulsory minimum entry-level training standard shall consist of modules of content developed and approved by the department.	content developed and approved by the department. Such training shall include but not be limited to: (1) The role and responsibility of campus security officers; (2) Relevant state and federal laws; (3) School and personal liability issues; (4) Security awareness in the campus environment; (5) Mediation and conflict resolution; (6) Disaster and emergency response; and (7) Behavioral dynamics. ~~c.~~ b. The compulsory minimum entry-level training standard shall include a test for each module approved and provided by the department with a minimum passing grade of 70% on each module. Any officer not receiving a minimum grade of 70% on each module shall, at the discretion of the approved instructor, be given remedial training and thereafter the opportunity to be tested again on the questions incorrectly answered on the first attempt. If this option is utilized, the initial test score shall be recorded with an asterisk followed by the signature of the approved instructor who provided the remedial training. The approved instructor's signature shall be accepted as verification that the officer successfully answered enough of the questions missed on the

		Such training shall include but not be limited to: (1) The role and responsibility of campus security officers; (2) Relevant state and federal laws; (3) School and personal liability issues; (4) Security awareness in the campus environment; (5) Mediation and conflict resolution; (6) Disaster and emergency response; and (7) Behavioral dynamics. c. The compulsory minimum entry-level training standard shall include a test for each module approved and provided by the department with a minimum passing grade of 70% on each module. Any officer not receiving a minimum grade of 70% on each module shall, at the discretion of the approved instructor, be given remedial training and thereafter the opportunity to be tested again on the	initial test to achieve a passing score of 70%. A second unsuccessful test, subsequent to remedial training, shall result in a grade of "FAIL" after which the officer may, at the discretion of the employing college, university, or PSS business be enrolled in future training for the failed module. 9. Submit to the department a properly completed and signed application for certification from the employing college, university, or PSS business in a format provided by the department. B. All costs associated with meeting the certification requirements are the responsibility of the employer. C. The department may grant an extension of the time limit for completion of the compulsory minimum entry-level training and certification standards under the following documented conditions: 1. Illness or injury; 2. Military service; 3. Special duty required and performed in the public interest; 4. Administrative leave, full-time educational leave, or suspension pending investigation or adjudication of a crime; or 5. Any other reasonable situation documented by the employing college, university, or PSS business.

		questions incorrectly answered on the first attempt. If this option is utilized, the initial test score shall be recorded with an asterisk followed by the signature of the approved instructor who provided the remedial training. The approved instructor's signature shall be accepted as verification that the officer successfully answered enough of the questions missed on the initial test to achieve a passing score of 70%. A second unsuccessful test, subsequent to remedial training, shall result in a grade of "FAIL" after which the officer may, at the discretion of the employing college, university, or PSS business be enrolled in future training for the failed module. 9. Submit to the department a properly completed and signed application for certification from the employing college, university, or PSS business in a format provided by the department. B. All costs associated with meeting the certification requirements are the	

		responsibility of the employer. C. The department may grant an extension of the time limit for completion of the compulsory minimum entry-level training and certification standards under the following documented conditions: 1. Illness or injury; 2. Military service; 3. Special duty required and performed in the public interest; 4. Administrative leave, full-time educational leave, or suspension pending investigation or adjudication of a crime; or 5. Any other reasonable situation documented by the employing college, university, or PSS business.	
20-270-40	N/A	A. The department will notify the applicant for campus security officer certification and the designated campus security point of contact for the employing college, university, or PSS business	A. The department will notify the applicant for campus security officer certification and the designated campus security point of contact for the employing college, university, or PSS business that the campus security officer is certified in accordance with this chapter after the following conditions are met: 1. Notification to the department by the designated campus security point of contact that the

		that the campus security officer is certified in accordance with this chapter after the following conditions are met: 1. Notification to the department by the designated campus security point of contact that the applicant for campus security officer certification has successfully met the following compulsory minimum entry-level training and certification standards: a. The total of modules that comprise the compulsory minimum entry-level training as required by this chapter; b. Complete background investigation as required by this chapter; c. First-aid training consistent with the standard set by the employing college or university; and d. Completion of the online course Introduction to Incident Command System for Higher Education (IS-100.HE) as provided by the Emergency Management Institute at the Federal Emergency Management	applicant for campus security officer certification has successfully met the following compulsory minimum entry-level training and certification standards: a. The total of modules that comprise the compulsory minimum entry-level training as required by this chapter; b. Complete background investigation as required by this chapter; c. First-aid training consistent with the standard set by the employing college or university; and d. Completion of the online course ~~Introduction to Incident Command System for Higher Education (IS-100.HE)~~ Introduction to the Incident Command System (IS-100.C) as provided by the Emergency Management Institute at the Federal Emergency Management Agency (FEMA) ~~and as indicated by the department~~. 2. Receipt by the department of application for certification signed by the designated point of contact for the employing college, university, or PSS business. B. If a campus security officer seeking certification is denied by the department, the department will notify the designated campus security point of contact for the employing college, university, or PSS business and the applicant in writing, outlining the basis for the denial and the process for appeal of the decision to deny. C. The department shall maintain a current database of certified campus security officers as well as relevant training records. D. Certification shall be for a period not to exceed 24 months.

		Agency (FEMA) and as indicated by the department. 2. Receipt by the department of application for certification signed by the designated point of contact for the employing college, university, or PSS business. B. If a campus security officer seeking certification is denied by the department, the department will notify the designated campus security point of contact for the employing college, university, or PSS business and the applicant in writing, outlining the basis for the denial and the process for appeal of the decision to deny. C. The department shall maintain a current database of certified campus security officers as well as relevant training records. D. Certification shall be for a period not to exceed 24 months.	

20-270-70	N/A	Subject to the approval of the department, an educational requirement waiver may be obtained for campus security officers who have been continuously employed in that capacity at a college, university, or PSS business under contract to a college or university for a minimum of five years prior to January 31, 2011.	This section will be repealed, as it is not longer relevant or necessary.
20-270-110	N/A	A. The department may approve instructors to deliver the compulsory minimum entry-level training for campus security officers and may revoke such approval for cause. B. Each person applying for instructor approval shall: 1. Submit an instructor application, signed by the designated point of contact of the employing college, university, PSS business, or private security services training school on the form prescribed by the department; 2. Have a high school diploma or equivalent (GED) or have passed the National External Diploma Program;	A. The department may approve instructors to deliver the compulsory minimum entry-level training for campus security officers and may revoke such approval for cause. B. Each person applying for instructor approval shall: 1. Submit an instructor application, signed by the designated point of contact of the employing college, university, PSS business, or private security services training school on the form prescribed by the department; 2. Have a high school diploma or equivalent (GED) or have passed the National External Diploma Program; 3. Have a minimum of: a. Two years of management or supervisory experience as a campus security officer or supervisory experience with any federal, state, county, or municipal law-enforcement agency in a related field; or b. Three years of general experience as a campus security officer or with a federal, state, or local law-enforcement agency in a related field; and

		3. Have a minimum of: a. Two years of management or supervisory experience as a campus security officer or supervisory experience with any federal, state, county, or municipal law-enforcement agency in a related field; or b. Three years of general experience as a campus security officer or with a federal, state, or local law-enforcement agency in a related field; and 4. One year experience and demonstrated success as an instructor or teacher in an accredited educational institution or law-enforcement or security agency. C. Each person applying for instructor approval shall file with the department a properly completed application provided by the department. The department maintains the right to require additional documentation of instructor qualifications. D. The department will evaluate qualifications based upon the justification provided.	4. One year experience and demonstrated success as an instructor or teacher in an accredited educational institution or law-enforcement or security agency. C. Each person applying for instructor approval shall file with the department a properly completed application provided by the department. The department maintains the right to require additional documentation of instructor qualifications. D. The department will evaluate qualifications based upon the justification provided. E. Upon completion of the instructor application requirements, the department may approve the instructor for an indefinite period. All new instructors shall attend a DCJS sponsored Campus Security Officer Basic course prior to teaching their first course. F. Each instructor shall conduct himself in a professional manner and the department may revoke instructor approval for cause. G. The department has the authority to accept a waiver application with supporting documentation demonstrating related training or experience that meets or exceeds standards established by the department within the three years immediately preceding the date of the instructor application.

		E. Upon completion of the instructor application requirements, the department may approve the instructor for an indefinite period. F. Each instructor shall conduct himself in a professional manner and the department may revoke instructor approval for cause. G. The department has the authority to accept a waiver application with supporting documentation demonstrating related training or experience that meets or exceeds standards established by the department within the three years immediately preceding the date of the instructor application.	
20-270-120		An instructor shall: 1. Conform to all requirements pursuant to the Code of Virginia and this chapter; 2. Maintain a current mailing address, phone number, and email address with the department. Written notification of any address,	This section is only being revised to allow for a technical amendment and the incorporation of the letter (A). A. An instructor shall: 1. Conform to all requirements pursuant to the Code of Virginia and this chapter; 2. Maintain a current mailing address, phone number, and email address with the department. Written notification of any address, phone number, or email change shall be received by the department no

		phone number, or email change shall be received by the department no later than 30 days after the effective date of the change; 3. Inform the department in writing within 72 hours or the beginning of the next work day, whichever comes first, after an arrest for any felony or misdemeanor; 4. Inform the department in writing within 72 hours or the beginning of the next work day, whichever comes first, after having been convicted of any felony or misdemeanor; 5. Inform the department in writing within 10 days after having been found guilty by any court or administrative body of competent jurisdiction to have violated the statutes or regulations of that jurisdiction; 6. Conduct compulsory minimum entry-level trainings pursuant to	later than 30 days after the effective date of the change; 3. Inform the department in writing within 72 hours or the beginning of the next work day, whichever comes first, after an arrest for any felony or misdemeanor; 4. Inform the department in writing within 72 hours or the beginning of the next work day, whichever comes first, after having been convicted of any felony or misdemeanor; 5. Inform the department in writing within 10 days after having been found guilty by any court or administrative body of competent jurisdiction to have violated the statutes or regulations of that jurisdiction; 6. Conduct compulsory minimum entry-level trainings pursuant to requirements established in this chapter; 7. Notify the department within 10 calendar days following termination of employment; and 8. Be professional in conduct.

		requirements established in this chapter; 7. Notify the department within 10 calendar days following termination of employment; and 8. Be professional in conduct.	
20-270-130		A. Campus security officer instructors shall ensure that compulsory minimum entry-level trainings are conducted in accordance with requirements established in this chapter. Adherence to the administrative requirements, attendance, and standards of conduct are the responsibility of the instructor. B. Administrative requirements. 1. An approved instructor must submit a notification to conduct a compulsory minimum entry-training in a manner approved by the department. All notifications shall be received by the department no less than 30 calendar days before the beginning of each compulsory minimum entry-	This section is being amended to make a technical amendment, to change the wording of "tests" to "test scores." A. Campus security officer instructors shall ensure that compulsory minimum entry-level trainings are conducted in accordance with requirements established in this chapter. Adherence to the administrative requirements, attendance, and standards of conduct are the responsibility of the instructor. B. Administrative requirements. 1. An approved instructor must submit a notification to conduct a compulsory minimum entry-training in a manner approved by the department. All notifications shall be received by the department no less than 30 calendar days before the beginning of each compulsory minimum entry-level. The department may waive the 30-day notification at its discretion. 2. The instructor must submit notification of any changes to the date, time, location, or cancellation of a future training to the department. This notice must be received by the department at least 24 hours in advance of the scheduled starting time of the training. In the event that a session must be cancelled on the scheduled date, the department must be notified as soon as practical. 3. A test approved by the department shall be administered at the conclusion of

		level. The department may waive the 30-day notification at its discretion. 2. The instructor must submit notification of any changes to the date, time, location, or cancellation of a future training to the department. This notice must be received by the department at least 24 hours in advance of the scheduled starting time of the training. In the event that a session must be cancelled on the scheduled date, the department must be notified as soon as practical. 3. A test approved by the department shall be administered at the conclusion of each module of the compulsory minimum entry-level training. The student must attain a grade of 70% on each module. All test documents must be returned to the department with an accompanying training roster in a	each module of the compulsory minimum entry-level training. The student must attain a grade of 70% on each module. All test documents must be returned to the department with an accompanying training roster in a manner approved by the department. 4. The instructor shall submit ~~tests~~ test scores and training rosters to the department. These shall be received by the department within seven calendar days, or if mailed, postmarked no later than five business days following the training completion date. 5. Instructors will conduct trainings utilizing the curriculum developed or approved by the department, including, at a minimum, any compulsory minimum entry-level trainings modules established pursuant to this chapter. Instructors must maintain accurate and current information on relevant laws and make necessary changes to the curriculum. It is the instructor's responsibility to assure they have the most recent curriculum supplied or approved by the department. 6. The instructor shall permit the department to inspect and observe any training. 7. Compulsory minimum entry-level trainings conducted not in accordance with the Code of Virginia and this chapter are invalid. C. Attendance. 1. Campus security officers enrolled in an approved training are required to be present for the modules required for each training. 2. Tardiness and absenteeism will not be permitted. Individuals violating these provisions will be required to make up any training missed. Such training must be completed by the certification process deadline and cannot be used to extend that deadline.

		manner approved by the department. 4. The instructor shall submit tests and training rosters to the department. These shall be received by the department within seven calendar days, or if mailed, postmarked no later than five business days following the training completion date. 5. Instructors will conduct trainings utilizing the curriculum developed or approved by the department, including, at a minimum, any compulsory minimum entry-level trainings modules established pursuant to this chapter. Instructors must maintain accurate and current information on relevant laws and make necessary changes to the curriculum. It is the instructor's responsibility to assure they have the most recent curriculum supplied or	Individuals not completing the compulsory minimum entry-level training within this period may not be certified or recertified and may be required to complete the entire training. 3. Each individual attending an approved training shall comply with the regulations promulgated by the department and any other rules applicable to the training. If the instructor considers a violation of the rules detrimental to the training of other students or to involve cheating on tests, the instructor may expel the individual from the training. The instructor shall immediately report such action to the designated campus security point of contact for the employing college, university, PSS business, or private security services training school and the department.

		approved by the department. 6. The instructor shall permit the department to inspect and observe any training. 7. Compulsory minimum entry-level trainings conducted not in accordance with the Code of Virginia and this chapter are invalid. C. Attendance. 1. Campus security officers enrolled in an approved training are required to be present for the modules required for each training. 2. Tardiness and absenteeism will not be permitted. Individuals violating these provisions will be required to make up any training missed. Such training must be completed by the certification process deadline and cannot be used to extend that deadline. Individuals not completing the compulsory minimum entry-level training within this period may not be	

		certified or recertified and may be required to complete the entire training. 3. Each individual attending an approved training shall comply with the regulations promulgated by the department and any other rules applicable to the training. If the instructor considers a violation of the rules detrimental to the training of other students or to involve cheating on tests, the instructor may expel the individual from the training. The instructor shall immediately report such action to the designated campus security point of contact for the employing college, university, PSS business, or private security services training school and the department.	
FORMS	N/A	Campus Security Officer Certification Application (1/13).	This section updates 8 of the 10 current forms relevant to campus security officers, and repeals two that are no longer relevant. Campus Security Officer Certification, CSO-1 (rev. 09/2024) Campus Security Officer Training Class Request, CSO-2 (rev. 09/2024)

		Campus Security Officer Training Class Request (1/13). Campus Security Officer Application for Re-Certification (1/13). Campus Security Officer Certification Program - Permission for Extension (1/13). Campus Security Officer Instructor Application (1/13). Campus Security Officer Request for Waiver of Instructor Approval Qualifications (1/13). Campus Security Officer Basic Training Roster (1/13). Campus Security Officer Educational Requirement Waiver Application (1/13). Campus Security Officer Partial In-Service Credit Course Approval Form (1/13). Campus Security Officer Certification: Classroom Testing - Standard Operating Procedure (1/13).	Campus Security Officer Recertification, CSO-3 (rev. 09/2024) Campus Security Officer Certification Program Extension, CSO-4 (rev. 09/2024) Campus Security Officer Instructor Application, CSO-5 (rev. 09/2024) Campus Security Officer Request for Waiver of Instructor Qualifications, CSO-6 (rev. 09/2024) Campus Security Officer Basic Training Roster, CSO-7 (rev. 09/2024) ~~Campus Security Officer Educational Requirement Waiver Application (1/13).~~ Campus Security Officer Partial In-Service Credit Course Approval, CSO-8 (rev. 09/2024) ~~Campus Security Officer Certification: Classroom Testing- Standard Operating Procedure (1/13).~~

If a new VAC Chapter(s) is being promulgated and is not replacing an existing Chapter(s), use Table 2.

Table 2: Promulgating New VAC Chapter(s) without Repeal and Replace

New chapter-section number	New requirements to be added to VAC	Other regulations and laws that apply	Change, intent, rationale, and likely impact of new requirements
N/A	N/A	N/A	N/A