

**CRIMINAL JUSTICE SERVICES BOARD
COMMITTEE ON TRAINING**

**MINUTES
*March 14, 2013***

A meeting of the Criminal Justice Services Board Committee on Training (COT) convened at 9:00 a.m. on Thursday, March 14, 2013, in House Room D of the General Assembly Building, in Richmond, Virginia.

Members Present:

Chief Richard Clark
Mr. Robert L. Bushnell
Mr. Peter Danles (*Proxy for Harold W. Clarke, Director, Department of Corrections*)
Mr. Charles Ciccotti
Mr. Edward M. Macon (*Proxy for the Honorable Karl R. Hade, Executive Secretary, Supreme Court of Virginia*)
Sheriff Charles Jett
Mr. Bobby Russell
Captain Lenmuel S. Terry (*Proxy for Colonel Steve Flaherty, Superintendent, Virginia State Police*)
Mr. Sherman C. Vaughn

Members Not Present:

Chief Jeffrey Brown
Mr. Ted Byrd
Sergeant Charles J. Condon
Deputy County Executive David Rohrer

DCJS Staff Present:

Janice Cosel
Sam Hoffman
Sharen Anderson
Rick Arrington
David Hewes
Sharon Gray
Frank Pitzer
Terry Montgomery
Mark Ammerman
Neadie Moore
Thomas Clarke
Gary Dillon
Leon Baker

Others Present:

Tom Fitzpatrick, *Northern Virginia Criminal Justice Training Academy*
Judson Flagg, *Hanover County Sheriff's Office*
Dave Vice, *Rappahannock Regional Criminal Justice Training Academy*
Shawn Bennett, *Fairfax County Criminal Justice Academy*
David Smith, *Fairfax County Police Department*
Vince Ferrara, *Hampton Roads Regional Criminal Justice Training Academy*
Chris Feather, *Prince William Criminal Justice Training Academy*
Larry Kiefer, *Virginia Beach Sheriff's Office*
Mary Kay Wakefield, *Private Security Services Advisory Board*
Ray Prudhum, *Fairfax Sheriff's Office*
Sergeant Cherrail Moyer
Paula Kenner
John Palomares

Call To Order:

Chief Clark called the meeting to order. The roll was called with nine (9) members present, which indicated a quorum.

Chief Clark noted that the minutes of the last meeting had been e-mailed to the members and asked if there were any other questions or comments regarding the minutes. Mr. Vaughn made a motion to approve the minutes, Captain Terry seconded, and the minutes were approved unanimously.

Old Business:

There was no old business.

New Business:

Auxiliary Police Training Standards

2012 legislative action required the Department of Criminal Justice Services to establish compulsory minimum training standards for all auxiliary police officers employed by or in any local or state government agency. Ms. Gooch will present the Department's recommendations for those standards.

Ms. Gooch: Thank you Mr. Chairman and members of the Committee on Training. The 2012 legislation which resulted from Senate Bill 541 required the Department of Criminal Justice Services to establish training requirements for auxiliary police forces. § 9.1-102 requires DCJS to establish compulsory training for all auxiliary police officers employed by or in any local or state government agency. Officers employed prior to July 1, 2012 are exempt from any initial requirement until 1 year subsequent to the promulgation of these training standards. As a result, the Director created the Auxiliary Police Training Standards Task Force. We had strong representation from sheriff's departments and police departments, the Virginia Association of Chiefs of Police, Office of the Attorney General, and regional academies. So we had considerable involvement from a number of folks

The task force met three different times; June, August and December, and during the course of these meetings, there was a lot of conversation and debate related to legal and legislative requirements, police professionalism, public safety concerns, and officer safety concerns, use of force, supervision, accountability and responsibilities of the chief of police. We also discussed training mandates for cert officers, and graduated requirements for aux officers. With input, we identified minimum training standards for each level as well as acceptable methods and time periods for the training delivery.

Results, at the request of task force, presented graduated training standards for each of the three levels of auxiliary officers, which is what we are presenting for approval today. It should be noted that the task force will meet one year after the approval to evaluate this program progress to determine if any revisions or modifications are needed.

Three Levels of Auxiliary Officers:

- Level One: Auxiliary officer is fully certified and must meet all law enforcement minimum entry-level training standards.
 - Training is conducted by certified academy.
- Level Two: Auxiliary officer performs limited duties, may be armed with a firearm and must meet all training objectives except those specified in the matrix such as conducting preliminary investigations and certain crime scene tasks.

- Training may be conducted by a certified academy or by the agency in-house. The agency head must maintain documentation of in-house entry –level training.
- Level Three: Auxiliary officer performs limited duties, may be armed with less-than-lethal weapons and must meet only the training objectives specified in the matrix. Those objectives include basic law and liability, communications skills, traffic control, first aid and infectious disease protection, defensive tactics and use of restraints.
 - Training may be conducted by a certified academy or by the agency in-house.
 - The agency head must maintain documentation of in-house entry –level training.

During conversations, some chiefs and sheriffs indicated that although they may like to have a Level 2, they may not assign all auxiliaries to that level. If they wear a firearm, they must meet all firearms requirements as stated, this is non-negotiable. This is the proposal that we are requesting approval upon.

Mr. Bushnell: It sounds like you have done a lot of very good work and achieved a very good product. On the level 2, is the training of firearms to be conducted at a DCJS approved satellite, academy or can that be done in-house, like the other training for level 2?

Ms. Gooch: It has to be the same training that certified law enforcement would attend, would have to follow the same guidelines and taught by a DCJS Firearms Instructor. They must follow the guidelines that are currently in place for all certified law enforcement officers who train with a firearm.

Mr. Bushnell: But all other training can be conducted in-house to the satisfaction of the chief?

Ms. Gooch: Yes sir. Part of our discussion had to do with the achievability of meeting these training requirements, and a number of chiefs and sheriffs had some concern that they could not meet the training objectives if the training was only held at an academy or a satellite facility. Generally, they volunteer someone who has a full time job elsewhere, and they are coming in to provide a community service. The director wanted to accommodate that and be sure we maintained consistency with other aspects of training.

Mr. Russell: Is the in-house training to be instructed by general instructors or specialized instructors?

Ms. Gooch: It will be at the direction of the chief, the minimum standards that they train to would be the current standards that exist in our regulations.

Chief Clark: I have a clarification question; the training must be conducted by a DCJS certified instructor or the chief or sheriff designates someone in the agency to conduct the training?

Ms. Gooch: Could be either way. Again, we trust the chief or sheriff to provide the level of training that they need, and to follow the training standards listed within the matrix.

Sheriff Jett: I applaud the committees work and the good representation on the task force, and the matrix you provided, which makes it easy to follow. Is it possible to get a copy of this?

Ms. Gooch: Absolutely.

*See attached Auxiliary Training Matrix.

Public Comment

Lieutenant Judson Flagg, Deputy Sheriff on behalf of Sheriff David Hines of the Hanover County Sheriff's Office: I served on the original work group for this project, and there was a lot of discussion regarding academy instruction or leaving it up to chief/sheriff in individual cases. I consider myself to be professional within law enforcement. I have worked in various capacities, and most recently as in professional standards and risk management.

In my opinion, DCJS did a very good job of bridging this chasm that was created legislatively by requiring a graduated performance standards for different levels of auxiliary police officers. From speaking with Sheriff Hines this morning, we will continue to strive for professionalism and expertise for our officers. We have a very robust reserve officer program, and they are essentially auxiliary deputy sheriffs. We currently have twelve; one was recently hired to become a full time law enforcement officer. None of these people came into the program with prior experience or transitioned into this position from retirement. They came to us as volunteers. Each and every one of them went to an academy and complied with DCJS standards to become a Level 1 law enforcement professional and each maintains their certification.

The Hanover sheriff's office will continue to provide Level 1 law enforcement officers, if nothing else, from a risk management standpoint. I ask that when the committee considers these changes, to look at them in the light that we have to maintain professionalism across the Commonwealth. Hanover SO is not always comfortable with the regulations proposed by DCJS; sometimes they need to be completely vetted for their unintended consequences and other considerations, such as the recent changes in the adopted NHTSA standards. It's a great idea, however we are having some problems with implementation, but we are working with DCJS to do what we need to do.

The Hanover Sheriff's Office supports DCJS in its duties and responsibilities. In doing so, we support the professionalism of the organization and the law enforcement community as a whole.

Chief Clark: Thank you for your comments, Lieutenant Flagg. And thank you for your commitment to excellence.

Hearing no other comments from the audience, Chief Clark moved to adopt the training standards as presented. Motion to approve made by Captain Terry, second by Mr. Bushnell. Motion passed unanimously.

Law Enforcement Training Update

Chief Clark introduced Ms. Donna Michaelis, Public Safety Training Manager of the Division of Law Enforcement to give us an update of public safety training.

Ms. Michaelis: Good Morning, Mr. Chairman and members of the Committee on Training. I want to give you a brief overview of what we have been doing. If you will remember, the last update that we gave was at the September 2012 meeting. Since then, we have held many trainings and conferences.

Public Safety Training Initiatives: Completed Trainings and Conferences

- Public Schools and Public Safety Partnerships
- Sovereign Citizens Training for Law Enforcement Officers and Prosecutors
- Campus Security Officer Courses (2)
- Campus Threat Assessment Train the Trainer (2)
- Gang Resistance Education and Training (GREAT)
- Basic Gang Awareness Train the Trainer (3)
- Street Gang Investigation Train the Trainer (3)
- School Resource Officer/School Security Officer Basic Training Courses
- Bullying in our Schools Conference
- Applied Suicide Intervention Skills Training (3)
- Human Trafficking for Law Enforcement and Prosecutors (4)
- Specialized Child Abuse Training
 - Investigating Computer Facilitated Crimes Against Children (2)
 - Emerging Trends in Child Sexual Abuse Investigation (2)
 - Physical and neglect Child Abuse Injury Reconstruction Techniques (2)
- Autism Awareness for Law Enforcement Officers Train the Trainer (3)
- Alzheimer's Awareness for Law Enforcement Officers (1)
- Virginia Community and Law Enforcement Gang Training (4)

Public Safety Training Initiatives: Upcoming Training and Conferences

- Sexual Assault Investigator's Training
- School Resource Officer/School Security Officer Basic Training
- Advanced Clery Act Training
- Alzheimer's Training for Law Enforcement Officers
- Human Trafficking
- Effective Leadership for First Line Supervisors
- 2013 Campus Safety and Violence Prevention Conference
- Detection of Deception and Critical Interview Skills Training
- Autism Awareness Train the Trainer (2)
- Mental health First Aid for law Enforcement Officers Train the Trainer
- Virginia Rules (2)
- Secretaries of Public Safety Summits (2)
- Alzheimer's Awareness for Law Enforcement (1)
- Bullying Summit: What It Is and What It Isn't
- Advanced Gang Prosecution
- Virginia Inter-Agency Gang Training Consortium
- 2013 School and Campus Safety Forum

Hearing no questions from the committee, Chief Clark moved on to the next item on the agenda.

Suggestions for New Members of the Law Enforcement Curriculum Review Committee

Chairman Clark mentioned that a member of the Law Enforcement Curriculum Review Committee was recently reassigned. He introduced Sam Hoffman, Manager, Standards, Policy and Homeland Security, to present the nomination for this vacancy.

Mr. Hoffman: Thank you, Mr. Chairman. Major Cindy McAlister, a member of the law enforcement curriculum review committee and the Director of the Fairfax County Criminal Justice Training Academy was recently reassigned. We are recommending this morning that her successor complete the remainder of her term, Major Shawn Bennett. We have spoken with Major Bennett and he is very interested in fulfilling that role

Chief Clark called for a motion to accept the recommendation presented by Mr. Hoffman. Motion to approve made by Mr. Russell, second by Sheriff Jett. Motion passed unanimously.

Law Enforcement Field Training Officer Training Standards

Chief Clark introduced Sam Hoffman, Manager, Standards, Policy and Homeland Security of the Division of Law Enforcement to present recommendations for new field training officer training standards.

Sam Hoffman: Thank you, Mr. Chairman. The Code of Virginia §9.1-102 requires DCJS to establish training standards for field training officers. Over a period of several months last year the Law Enforcement Curriculum Review Committee developed the standards provided for your review and recommends their adoption. The standards will provide uniform training for local and state agency field training officers as well as the flexibility for smaller departments to use fellow agency field training officers.

Chief Clark asked for any public comments and hearing none, called for a motion to accept the recommendation presented by Mr. Hoffman. Motion to approve made by Mr. Vaughn, second by Mr. Bell. Motion passed unanimously.

Chief Clark called upon Ms. Gooch to introduce the newest members of the Law Enforcement Division at DCJS.

Ms. Gooch: Mark Dawkins is our School & Campus Safety Coordinator and is also working with various groups on sexual assault and the prevention of sexual assault and education. He works with Donna Michaelis in Public Safety Training. Barbara Drudge, who is the manager of

the authorization of tow truck drivers program that DCJS recently aquired. Thank you, Mr. Chairman.

Public Comment

Chairman Clark asked if there was anyone in the audience that would like to address the COT concerning matters within its purview.

Hearing none, he moved to the next item on the agenda.

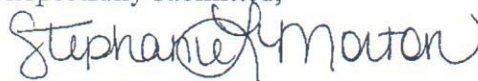
Next Meeting

Chief Clark advised that the next meeting of the Committee on Training is scheduled for Thursday, May 9, 2013.

Adjournment

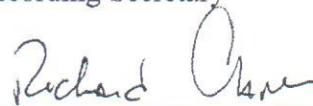
A motion made by Sheriff Jett to adjourn the meeting. It was seconded by Mr. Ciccotti and was carried unanimously. The meeting was adjourned at 9:34 a.m.

Respectfully submitted,



Stephanie L. Morton
Recording Secretary

Approved:



The Honorable Richard Clark
Chair

3/14/2013
Date

Attachment(s)

Auxiliary Police Officer Training Requirements Matrix



AUXILIARY POLICE OFFICER TRAINING REQUIREMENTS

Level of Auxiliary Police Officer Responsibility	Professional	Legal Issues	Communication	Patrol	Investigations	Defensive Tactics - Use of Force	Weapons Use	Driver Training	Physical Training	Field Training	Timeline	Training Location
Level 1 Capable of all normal duties (certified)	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Meet all objectives	Optional	Meet all objectives	12 months **	Academy or DCJS-approved satellite facility
Level 2 Limited duties; sworn, armed with firearm	Meet all objectives	Meet all objectives	Meet all objectives	Meet all Objectives EXCEPT 4.16, 4.24, 4.30, 4.31, 4.32 and 4.53	Meet all Objectives EXCEPT 5.6, 5.7, 5.8, 5.13, 5.14, 5.15 and 5.16	Meet all objectives	Meet all objectives	Yes, if applicable	Optional	Complete to level of responsibility	12 months **	Academy, DCJS-approved satellite facility, or in-house
Level 3 Limited duties; sworn, armed with less-than-lethal weapons only	Meet all objectives	Meet objectives: 2.1, 2.6, 2.14, 2.22, 2.25, 2.27, 2.30, 2.36, 2.38, and 2.41-2.46	Meet objectives: 3.1-3.11, 3.13 and 3.14	Meet objectives: 4.42, 4.43, 4.44, 4.52, 4.54 and 4.56	N/A	Meet objectives: 6.5, 6.8, 6.10-6.14, 6.16, 6.17 and 6.18	N/A	Yes, if applicable	Optional	Complete to level of responsibility	12 months **	Academy, DCJS-approved satellite facility, or in-house

Objectives are the compulsory minimum training requirements for entry level law enforcement officers.

* Driver training is optional if the duties of the auxiliary officer do not require operation of a law enforcement vehicle

** §15.2-1731 – Any such officer shall have one (1) year following the approval by the Board to comply with the compulsory minimum training standards