



## **Criminal Justice Services Board Committee On Training**

Patrick Henry Building  
West Reading Room  
1111 E. Broad Street  
Richmond, VA 23219

### **AGENDA**

May 10, 2018

9:30 A.M.

1. **Call to Order and Roll Call**
2. **Approval of Past Minutes**
3. **Division Update – Ms. Teresa Gooch**
4. **Old Business: None**
5. **New Business:**
  - Presentation of Special Conservator of the Peace Curriculum Review Committee Recommendations - Teresa Gooch
  - Regulatory Update – Barbara Peterson-Wilson
    - 6VAC20-30 Rules Relating to Compulsory In-Service Training Standards for Law-Enforcement Officers, Jailors or Custodial Officers, Courtroom Security Officers, Process Service Officers and Officers of the Department of Corrections, Division of Operations
  - Regulatory Action – Erik Smith
    - 6VAC20-20 Rules Relating to Compulsory Minimum Training Standards for Law-Enforcement Officers
    - 6VAC20-50 Rules Relating to Compulsory Minimum Training Standards for Jailors or Custodial Officers, Courthouse and Courtroom Security Officers and Process Service Officers
    - 6VAC20-60 Rules Relating to Compulsory Minimum Training Standards for Dispatchers
    - 6VAC20-70 Rules Relating to Compulsory Minimum Training Standards for Noncustodial Employees of the Department of Corrections
    - 6VAC20-90 Rules Relating to Regional Criminal Justice Training Academies
    - 6VAC20-100 Rules Relating to Compulsory Minimum Training Standards for Correctional Officers of the Department of Corrections, Division of Adult Institutions

6. Public Comment
7. Next Meeting: June 14, 2018
8. Adjournment



## Committee On Training

Patrick Henry Building – West Reading Room  
Richmond, VA 23219

### MINUTES

December 7, 2017

#### Members Present

Colonel Bobby Russell  
Chief Tonya Chapman  
Mr. Edward Macon  
Mr. Patrick Bridge  
Sheriff Anthony Roper  
Mr. Bryan Porter  
Mr. Robert Soles  
Mayor Carolyn Dull  
Chief James E. Williams  
Ms. Mary Biggs  
Ms. Angie Carrera  
Captain Robert Holland  
Chief Kelvin Wright  
Ms. Lisa Hernandez  
Sheriff Vanessa Crawford

#### Members Absent

Chief Cervera

1. **Call to Order.**

Colonel Russell called the meeting to order at 10:00 a.m.

2. **Approval of past minutes.**

Sheriff Vanessa Crawford moved to accept the minutes from the meeting on September 14, 2017. Chief James Williams seconded the motion. With no objections other than the correction of an "L" forgotten in Colonel Bobby Russell's last name, the minutes were unanimously approved.

3. **Division Update.**

Ms. Teresa Gooch, Division Manager, introduced new Law Enforcement Policy and Standards Manager, Erik Smith. Mr. Smith gave a brief background on himself and his 13 years as an Assistant Commonwealth Attorney with the City of Richmond.

Mr. Smith provided an update and described the benefits of the new law enforcement records management system which will replace TRex. Mr. Smith also explained DCJS staff will be training

the week of December 11<sup>th</sup> on the system and DCJS will provide training for the two selected academies – the Northern Virginia Criminal Justice Regional Training Academy along with four of its seventeen member agencies and an independent academy, Chesterfield County Training Academy, the following week. These academies will work with Informa and DCJS to test the system work flows to ensure we have identified and corrected any issues that may develop. The testing period will last approximately 90 days. After the 90 days of testing, DCJS will be able to provide an actual date for rollout of the new system to all the agencies and academies.

Members of the Committee on Training asked several questions related to the new system. In response to the questions Mr. Smith shared the process for selecting the two academies that will be in training and will speak with the vendor regarding compatibility with the state's Learning Management System.

Mr. Smith then introduced Mr. Derrick Mays, Accreditation Manager, to provide a brief overview of the Virginia Law Enforcement Professional Standards Commission (VLEPSC). Mr. Mays provided information about the program and the benefit of the program. Mr. Mays also provided a breakdown of the Sheriff Offices and Police Departments that are currently accredited.

4. **Old Business.**

Colonel Russell stated there was no old business.

5. **New Business.**

- a. **Curriculum Review Committee Membership** – Ms. Peterson-Wilson identified new candidates for the Law Enforcement, Dispatcher Curriculum Review Committee and the Department of Corrections. Chief Wright moved to accept the recommendation. Chief Chapman seconded the motion. The motion passed unanimously.
- b. **Demonstration: Virginia Criminal Justice Training Reference Manual** – Ms. Peterson-Wilson provided information on the benefits on the new online Manual and she also provided a brief demonstration. Members of the Committee on Training asked, when will the new manual be available and how were the members notified of the new online version of the manual. Ms. Peterson-Wilson said the manual would be live on December 8, 2017, an email was sent out to all the Academy Directors about the manual and information will be posted on the DCJS website.
- c. **Certified Crime Prevention Community re-certification Application Review City of Newport News, VA** - Mr. Arrington, Crime Prevention Program Manager, briefed the Committee on the status of the re-certification application for the City of Newport News and recommended the committee's approval.
- d. **Certified Crime Prevention Community re-certification Application Review Fairfax County, VA** - Mr. Arrington, Crime Prevention Program Manager, briefed the Committee on the status of the re-certification application for Fairfax County and recommended the committee's approval.
- e. **Certified Crime Prevention Campus re-certification Application Review – Virginia Commonwealth University** - Mr. Arrington, Crime Prevention Program Manager, briefed



the Committee on the status of the re-certification application for Virginia Commonwealth University and recommended the committee's approval.

- f. **Certified Crime Prevention Campus re-certification Application Review – University of Richmond** - Mr. Arrington, Crime Prevention Program Manager, briefed the Committee on the status of the re-certification application for University of Richmond and recommended the committee's approval.

Colonel Bobby Russell stated that these items require a vote in order to transfer them to the Board today. Colonel Russell asked the members of the Committee on Training for a motion for Crime Prevention Campus re-certification for Virginia Commonwealth University and the University of Richmond. Ms. Mary Biggs moved to accept the recommendations. Sheriff Vanessa Crawford seconded the motion. The motion passed unanimously.

Colonel Russell stated there are re-certifications for Crime Prevention Communities and he asked for a motion for both Newport News and Fairfax County. Ms. Mary Biggs moved to accept the recommendations. Chief Kelvin Wright seconded the motion. The motion passed unanimously.

6. **Summary of Public Comment.**

Ms. Joell Kight, President Elect of Virginia Association of Public-Safety Communications Officials and Communications Manager of Fauquier County Sheriff's Office, wanted to thank Barbara Peterson-Wilson for keeping them engaged and accepting their input, for providing them with the best continuous assistance and involvement and connection with their group so they can continue to provide the best possible service to their first responders, businesses and citizens.

Colonel Russell thanked Ms. Kight for being there and her kind words.

7. **Next Meeting.**

The next meeting of the COT will be held on Thursday, March 22, 2018 at 10:00 a.m.

8. **Adjournment.**

The meeting adjourned at 10:45 a.m.

A motion for adjournment was made by Chief Chapman, and seconded by Ms. Carrera. The motion passed unanimously.

Approved:

\_\_\_\_\_  
Bobby Russell  
Chair

\_\_\_\_\_  
Date



# COMMONWEALTH of VIRGINIA

*Department of Criminal Justice Services*

Shannon Dion  
Director

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000

March 12, 2018

## **MEMORANDUM**

**TO:** Committee on Training

**FROM:** Department of Criminal Justice Services

**SUBJECT:** Special Conservator of the Peace Training Standards

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### ***Statutory Authority:***

Pursuant to Va. Code § 9.1-150.2, the Board shall adopt regulations establishing compulsory minimum entry-level, in-service, and advanced training standards for special conservators of the peace.

### ***Background:***

The Special Conservator of the Peace (SCOP) Curriculum Review Committee (CRC), established by the Chairman of the Criminal Justice Services Board, was tasked with identifying and recommending entry-level, in-service and advanced training standards for unarmed and armed SCOPs. The membership of the SCOP CRC consisted of special conservators of the peace, law enforcement (police departments and sheriff's offices), attorneys, training academies, and the Department of Criminal Justice Services.

The SCOP CRC reviewed and discussed the similarities and differences between law enforcement and SCOP training standards. Special conservators of the peace have the same powers as law enforcement (e.g. the power to arrest and to use force when effecting an arrest), therefore the SCOP CRC unanimously determined that the training requirements for SCOPs mirror law enforcement training requirements. The statutory maximum amount of entry-level training hours is 98 hours for unarmed SCOPs, and 130 hours for armed SCOPs.

The Committee members unanimously agreed to the following:

1. Allocations of hours and subjects for entry level training for unarmed SCOPs (See attached for additional details).
  - 4 Hours – Orientation on Special Conservators of the Peace Laws and Regulations
  - 12 Hours – Basic Laws
  - 8 Hours – Virginia Crimes
  - 22 Hours – Legal Procedures/Due Process
  - 20 Hours – Use of Force and Liability Issues
  - 16 Hours – Patrol Techniques
  - 16 Hours – Personal Safety – Defensive Tactics and Survival
  - 98 Total Hours
2. A separate exam on these subjects is appropriate and should not be considered part of the 98 hours of instruction.
3. Armed SCOPs should meet the same firearms performance outcomes and training objectives required for certified law enforcement officers.
  - 32 Total Hours of Firearms Training (in addition to the 98 hours)
    - 4 hours of classroom teaching for one handgun
    - 28 hours of range training for one handgun
    - SCOPS will have a choice of two qualifications courses
    - 200 rounds of ammunition fired in daylight
  - Qualifying score: 70% or better
  - Annual firearms training and recertification
4. All SCOPs should be required to complete in-service training each year.
  - 12 Total Hours of In-Service
    - 4 Hours - Legal Updates and Liability Issues
    - 8 Hours - Career Development
      - 4 hours of courses from the in-service list
      - 4 hours of courses from the advance list
  - Lists of approved in-service and advanced training topics were developed (see attached)
  - Advanced courses may be tailored to suit the needs of the individual SCOP and his employer
  - SCOPs may receive credit for other training topics if the course/class has been approved by DCJS

At the request of the SCOP CRC, DCJS acknowledged and agreed to the following:

1. DCJS will require CPR and First Aid training as pre-qualification requirements for SCOP applicants instead of including it in the 98 hours designated for unarmed SCOPs.
2. DCJS will adopt the training waiver process currently available for law enforcement for SCOPs seeking waivers for previously obtained training.

***Action to be Taken by the Committee on Training:***

DCJS respectfully requests the COT recommend approval of the SCOP training requirements.



## DCJS Compulsory Minimum Training Standards

### Special Conservators of the Peace

Entry Level Subjects	SCOP Hours (Unarmed)	SCOP Hours (Armed)
<b>Orientation - Special Conservators of the Peace Laws and Regulations</b>		
Code of Virginia § 19.2-12 - § 19.2-25, § 9.1-150.1 - § 9.1-150.4 Regulations for SCOPS Duties and Responsibilities of Special Conservators of the Peace Duties and Responsibilities of Law Enforcement Officers Cooperation between SCOPS and Law Enforcement Training Requirements Violations and Sanctions Ethical Standards Professional Conduct		
<b>Total Orientation</b>	<b>4</b>	<b>4</b>

<b>Legal Procedures/Due Process, Criminal Law &amp; Constitutional Law</b>		
<b>BASIC LAWS</b>		
Purpose and Function of Law U.S. and Virginia Constitutions Role of Federal and State Courts Legal Terminology and Definitions Virginia Criminal Laws Common and Statutory laws Judicial Jurisprudence Classifications of crimes Felony vs. Misdemeanor vs. Infractions		
<b>Basic Laws</b>	<b>12</b>	<b>12</b>
<b>VIRGINIA CRIMES</b>		
Crimes against Persons Crimes Against Property Crimes Against Peace and Order Crimes Against Health and Safety Crimes Involving Fraud		
<b>Virginia Crimes</b>	<b>8</b>	<b>8</b>



<b>LEGAL PROCEDURES/DUE PROCESS</b>		
Reasonable Articulable Suspicion		
Probable Cause		
Search and Seizure		
Investigative Detention		
Terry Stop		
Exigent circumstances		
Consensual encounters		
Evidence Preservation		
Exclusionary Rule		
Arrests		
Laws of Arrest		
Procedures		
Issuing Virginia Uniform Summons		
Magistrates		
Role and Function		
Procedures		
Appearing before magistrate		
Types of warrants		
Serving warrant on arrestee		
Grand Jury		
Role		
Function		
Procedures		
Information, Indictment, True Bill		
Trials		
Documenting and Reporting Incidents		
Testifying		
Exculpatory Evidence and Bias		
Proof Beyond a Reasonable Doubt		
Legal Authority and Related Issues		
Elements of Crimes		
Elements		
Intent		
Principals		
Accessories (before and after fact)		
Juvenile Arrest Procedures		
	<b>Legal Procedures/Due Process</b>	
	<b>22</b>	<b>22</b>
<b>Total Legal Procedures/Due Process, Criminal Law &amp; Constitutional</b>		
<b>Law</b>	<b>42</b>	<b>42</b>

Use of Force and Liability Issues		
Use of Force		
Less Lethal Force		
Lethal Force		
Reasonable and Unreasonable Excessive Force		
Liability Issues		
Personal liability vs. respondeat superior		
Criminal Liability		
Civil Liability		
Fair and Impartial practices		
Verbal and Crisis Communication		
De-escalation		
Conflict Resolution		
Constitutional/legal issues surrounding persons in crisis		
<b>Total Use of Force and Liability Issues</b>	<b>20</b>	<b>20</b>

Patrol		
Patrol Techniques/Officer Survival Introduction		
Active Shooter (Awareness - Unarmed)		
Crimes in Progress		
Crime Scene Preservation and Security		
Pedestrian Approaches		
Drug Identification		
Cultural Diversity		
Gang Training		
Terrorism		
<b>Total Patrol</b>	<b>16</b>	<b>16</b>

Personal Safety		
Defensive Tactics and Survival		
<b>Total Personal Safety</b>	<b>16</b>	<b>16</b>

Firearms Training		
Law Enforcement Firearm Training Requirements	N/A	32

<b>TOTAL HOURS SCOP TRAINING</b>	<b>98</b>	<b>130</b>
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In-Service Subjects	SCOP Hours
<b>Legal Updates &amp; Liability Issues</b>	4
<b>Career Development:</b>	8
DCJS Approved Courses: Active Shooter Response Clery Act Crime Prevention Hazmat Autism/Alzheimer's Awareness Terrorism Drug Recognition CPR and First Aid Disaster Response Blood Borne Pathogens Incident Command System Mental Health Cultural Diversity Other Courses as Approved by DCJS	
<b>Total Annual Hours</b>	<b>12</b>

Advanced Level Subjects
Active Shooter Response
Clery Act
Crime Prevention
Hazmat
Autism/Alzheimer's Awareness
Terrorism
Drug Recognition
CPR and First Aid
Disaster Response
Blood Borne Pathogens
Incident Command System
Mental Health
Other Courses Approved by DCJS



# COMMONWEALTH of VIRGINIA

## Department of Criminal Justice Services

Shannon Dion  
Director

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000

May 7, 2018

### MEMORANDUM

**TO:** Committee on Training  
**FROM:** Department of Criminal Justice Services  
**SUBJECT:** Information regarding regulatory actions

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#### *Statutory Authority:*

Pursuant to Va. Code § 9.1-102(1), the Department, under the direction of the Board, shall adopt regulations for the administration of the various duties described in that code section.

#### *Background:*

Representatives from DCJS met with the previous administration's policy office to discuss pending regulatory actions. The administration indicated they had some concerns regarding the composition of the regulations and the oversight authority provided by the regulations. DCJS has drafted a series of regulatory amendments to address these concerns.

Please find attached proposed regulatory language for 6VAC20-20, 6VAC20-50, and 6VAC20-90. Changes to 6VAC20-60, 6VAC20-70, and 6VAC20-100 are being drafted and will mirror 6VAC20-20 and 6VAC20-50. These changes separate language governing academies from the agency/function section and provide some clarification and codification to current practice and policy. **Please note that there are no changes to the law enforcement certification exam score requirements, no changes to the number of satellite facilities allowed, and no changes to field training requirements.**

#### *Action to be Taken:*

None at this time. We will be seeking approval of the final regulations at a future meeting.



Project 5427 - none

**DEPARTMENT OF CRIMINAL JUSTICE SERVICES**  
**Regulatory Separation of Responsibilities**

**6VAC20-20-10. Definitions.**

The following words and terms, when used in this chapter, shall have the following meaning unless the context clearly indicates otherwise:

"Academy director" means the chief administrative officer of a certified training academy.

"Agency administrator" means any chief of police, sheriff or agency head of a state or local law-enforcement agency.

"Approved training" means training approved by the department to meet minimum training standards.

"Board" means the Criminal Justice Services Board.

"Certified training academy" means a training facility in compliance with academy certification and recertification standards operated by the state or local unit or units of government for the purpose of providing instruction of compulsory minimum training standards training criminal justice professionals regulated by the department and board.

"Committee on Training" or "COT" means the standing committee of the board that is charged with reviewing proposed changes to the standards, receiving and reviewing public comments, and approving changes to the standards as needed.

"Compulsory minimum training standards" means the written performance outcomes approved by the Committee on Training and the minimum hours approved by the Criminal Justice Services Board.

"Curriculum Review Committee" or "CRC" means the committee consisting of nine individuals representing the certified academies. Four members of the committee shall represent regional criminal justice academies, four members of the committee shall represent independent criminal justice academies, and one member shall represent the Department of State Police Training Academy. The Committee on Training shall appoint members of the Curriculum Review Committee.

"Department" means the Department of Criminal Justice Services.

"Director" means the chief administrative officer of the department or his designee.

"Mandated training" means training that satisfies compulsory minimum training requirements i.e. basic and in-service training.

"Requirements" means the core elements an officer needs to accomplish to obtain law enforcement certification.

**6VAC20-20-20. Compulsory minimum training standards. (Repealed.)**

~~Pursuant to the provisions of subdivision 2 of § 9-170 of the Code of Virginia, the department establishes these standards for compulsory minimum training for full-time and part-time law-enforcement officers.~~

**6VAC20-20-21. Performance outcomes and minimum hours required Compulsory minimum training standards and requirements.**

A. Pursuant to the provisions of subdivision 2 of § 9.1-102 of the Code of Virginia, the department under the direction of the board establishes the standards for Compulsory Minimum Training Standards for Law Enforcement Officers. The complete document may be found on the

Department of Criminal Justice Services' website at <http://www.dcjs.virginia.gov> the compulsory minimum training for full-time and part-time law-enforcement officers.

B. Academy training:

1. Category 1—Professionalism
  2. Category 2—Legal Issues
  3. Category 3—Communications
  4. Category 4—Patrol
  5. Category 5—Investigations
  6. Category 6—Defensive Tactics/Use of Force
  7. Category 7—Weapons Use
  8. Category 8—Driver Training
  9. Category 9—Physical Training (Optional)
- ACADEMY TRAINING HOURS—480 (excluding Category 9)

C. Field training:

- Category 10—Field Training
- FIELD TRAINING HOURS—100
- TOTAL MINIMUM TRAINING STANDARDS HOURS—580 (excluding Category 9)

B. Individuals hired as a law enforcement officer as defined in § 9.1-101 shall comply with the following law enforcement certification requirements:

1. Successfully complete law enforcement basic training at a certified training academy which includes receiving a minimum of 480 hours of department approved training in the following categories:

- a. Professionalism;
- b. Legal Issues;
- c. Communications;
- d. Patrol;
- e. Investigations;
- f. Defensive Tactics/Use of Force;
- g. Weapons Use; and
- h. Driver Training.

2. Successfully complete a minimum of 100 hours of approved training in the category of Field Training by meeting or exceeding the Field Training performance outcomes.

C. Law enforcement officers become certified upon meeting all compulsory minimum training standards and requirements that include documented completion of all performance outcomes, the law enforcement certification exam, and field training for law enforcement.

**6VAC20-20-25. Approval authority.**

A. The ~~Criminal Justice Services Board~~ board shall be the approval authority for the training categories and hours of the compulsory minimum training standards identified in 6VAC20-20-21. Amendments to training categories and hours shall be made in accordance with the provisions of the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).



B. The Committee on Training (COT) of the ~~Criminal Justice Services Board~~board shall be the approval authority for the performance outcomes, training objectives, criteria, and lesson plan guides that support the performance outcomes.

1. Performance outcomes, training objectives, criteria, and lesson plan guides supporting the compulsory minimum training standards may be added, deleted, or amended by the ~~Committee on Training~~ COT based ~~upon~~ on written recommendation of a chief of police, sheriff, agency administrator, academy director, Curriculum Review Committee (CRC), an interested party, or member of the community.

2. ~~Any suggestions~~ Suggestions received related to performance outcomes, training objectives, criteria, and lesson plan guides shall be reviewed by the CRC at the regularly scheduled meeting of the Curriculum Review Committee. If comment is received at any public hearing, the Committee on Training may make a decision at that time. Changes to the hours and training categories will only be made in accordance with the provisions of the Administrative Process Act. ~~The CRC shall present recommendations for revisions to the COT.~~

C. ~~Prior to~~ Before approving changes to the performance outcomes, training objectives, criteria or lesson plan guides, the ~~Committee on Training~~ COT shall ~~conduct a public hearing~~ schedule an opportunity for public comment during a meeting of the COT. ~~A minimum of sixty~~ Sixty days ~~prior to~~ before the ~~public hearing~~ meeting of the COT, the proposed changes shall be distributed to all ~~affected parties~~ certified training academies for the opportunity to comment. Notice of ~~change~~ changes to of the performance outcomes, training objectives, criteria, and lesson plan guides shall be filed for publication in the Virginia Register of Regulations ~~upon~~ adoption, change, or deletion.

D. The department shall notify each certified training academy in writing of any ~~new, revised, or deleted objectives~~ COT approved revisions. Such ~~adoptions, changes, or deletions~~ shall become effective 30 days ~~after notice of publication in the Virginia Register~~. COT approved revisions require a minimum of 30 days' notice to certified training academies prior to becoming effective.

#### **6VAC20-20-30. Applicability.**

A. ~~Every person~~ Persons employed as a full-time or part-time law-enforcement officer, as defined by ~~§ 9-169 (9)~~ § 9.1-101 of the Code of Virginia, ~~subsequent to~~ after July 1, 1971, shall satisfactorily complete the compulsory minimum training standards and the requirements for law-enforcement officers as identified in 6VAC20-20-21 and 6VAC20-20-40.

B. The director may grant an exemption or partial exemption from the compulsory minimum training standards and the requirements set forth in 6VAC20-20-21 to a law-enforcement officer of ~~any a~~ a political subdivision of the Commonwealth who has had previous experience and training as provided in ~~§ 9-173~~ § 9.1-116 of the Code of Virginia.

C. ~~Any person~~ Persons not employed as a full-time or part-time law-enforcement officer on July 1, 1971, ~~who remains~~ who remain out of law-enforcement for more than 24 months, upon reappointment as a full-time or part-time law-enforcement officer, shall be required to comply with the compulsory minimum training standards and the requirements identified in 6VAC20-20-21 unless provided otherwise in accordance with subsection B of this section.

Statutory Authority

#### **6VAC20-20-40. Time requirement for completion of training.**

A. ~~Every law-enforcement officer who is~~ Law-enforcement officers required to comply with the ~~compulsory minimum training standards~~ the requirements of 6VAC20-20-21 shall satisfactorily complete ~~such training~~ the requirements within 12 months of the date of the date of hire or appointment as a law-enforcement officer.



B. The director, or his designee, may grant an extension of the time limit for completion of the compulsory minimum training standards and requirements under the following conditions: for the following reasons:

1. ~~Illness; Medical condition;~~
2. Injury;
3. Military service;
4. ~~Special duty assignment required and performed in the public interest;~~
5. Administrative leave involving the determination of worker's compensation or disability retirement issues, ~~full-time educational leave or suspension pending investigation or adjudication of a crime; or.~~
6. ~~Any other reason documented by the agency administrator.~~ C. The director or designee may review and consider other reasons (e.g. natural disaster, family medical leave, etc.) for granting an extension. Such reason shall be specified and if approval is granted the extension shall not exceed 90 days.

D. The director shall not grant an extension for:

1. Failing to pass compulsory minimum training standards and requirements within specified time limits.
2. Failing the certification examination.

E. The agency administrator may request an extension from the director or designee:

1. The request shall be in writing and include written documentation articulating the reason the individual is unable to complete the required training within the specified time limits.
2. The request shall be submitted to the department before the expiration of the specified time limits.

~~G.~~ F. Law-enforcement officers who do not satisfactorily complete compulsory minimum training standards and requirements within 12 months of employment hire or appointment as a law-enforcement officer, or who do not receive an extension of the time limit for completion of training the requirements, shall be subject to the provisions of ~~§ 9-184~~ § 9.1-115 of the Code of Virginia.

G. The department shall notify the agency administrator of ~~any officer~~ individuals not in compliance with the requirements of this section.

**~~6VAC20-20-50. Compliance with compulsory minimum training standards. (Repealed.)~~**

~~A. The compulsory minimum training standards shall be accomplished by satisfactory completion of the academy training objectives and criteria at a certified training academy and the successful completion of field training objectives unless otherwise provided by 6VAC20-20-30 B.~~

~~B. Officers attending approved training are required to attend all classes and shall not be placed on duty or call except in cases of emergency.~~

**~~6VAC20-20-61. Certified training academies. (Repealed.)~~**

~~A. To become a certified academy, a state or local unit of government must demonstrate a need which contains the following elements:~~

1. ~~The inability to obtain adequate training from existing academies or a sufficient hardship which renders the use of other existing academies impractical.~~
2. ~~Based upon a training needs assessment, a sufficient number of officers to warrant the establishment of a full-time training function for a minimum of five years.~~

~~B. In addition, the state or local unit of government must make the following commitments:~~



- ~~1. The provision of a full range of training to include entry-level training, in-service training, recertification training, specialized training and instructor certification.~~
- ~~2. The assignment of one position with primary responsibility as academy director and one clerical position to support training and training-related functions.~~
- ~~3. The maintenance of a training facility adequate to conduct training in accordance with academy certification standards.~~
- ~~4. The commitment of sufficient funding to adequately support the training function.~~

~~C. Process:~~

- ~~1. The state or local governmental unit shall submit a justification to the Committee on Training as described in subsection B of this section. The Committee on Training shall review the justification and make a recommendation to the department as to whether the establishment of an academy is warranted.~~
- ~~2. If the Committee on Training recommends the establishment of the proposed academy, the department shall make a determination as to whether the establishment of the academy is warranted.~~
- ~~3. If the establishment of the academy is approved by the department, the proposed academy must successfully complete the academy certification process.~~

~~D. The certified training academy shall submit to the department its curriculum and other information as designated within time limitations established by the department.~~

~~E. Each academy director shall maintain a file of all current lesson plans and supporting material for training objectives and shall provide this information to the director upon request.~~

~~F. A certified training academy is subject to inspection and review by the director or his staff.~~

~~G. The department may suspend or revoke the certification of any certified training academy upon written notice, which shall contain the reason or reasons upon which the suspension or revocation is based, to the academy's director. The academy's director may request a hearing before the director. The request shall be in writing and shall be received by the department within 15 days of the date of the notice of the suspension or revocation. The academy's director may appeal the director's decision to the board.~~

**6VAC20-20-70. Grading Attendance, testing and grading.**

A. Attendance:

1. Officers attending approved training are required to attend all classes and shall not be placed on duty or on call except in cases of an emergency. If there is an emergency (e.g. natural disaster, catastrophic event, etc.) the agency administrator or designee shall determine if it is appropriate to place officers on duty or on call and shall advise the academy director within 24 hours.

2. Officers shall be responsible for material missed during an excused absence.

B. Academy testing:

1. Officers shall comply with the requirements of subdivision B 1 of 6VAC20-20-21.

2. Each officer shall meet all the training objectives and pass each criteria for testing related to every performance outcome.

~~All certified training academies shall utilize testing procedures which indicate that every officer has satisfactorily completed the criteria in each training objective approved by the Committee on Training COT of the Criminal Justice Services Board.~~

~~3. An officer may be tested and retested as may be necessary within the time limits of 6VAC20-20-40 and in accordance with each the academy's written policy.~~



~~B. Certified training academies shall maintain accurate records of all tests, grades and testing procedures. Academy training records must be maintained in accordance with the provisions of these rules and §§ 42.1-76 through 42.1-91 of the Code of Virginia.~~

C. Law enforcement certification exam:

1. Upon documented compliance with the compulsory minimum training standards identified in subdivision B 1 of 6VAC20-20-21 officers will be eligible to complete the law enforcement certification exam.

**6VAC20-20-80. Failure to comply with rules and regulations.**

A. Any individual attending a certified training academy shall comply with the rules and regulations promulgated by the department. The academy director shall be responsible for enforcement of all rules and regulations established to govern the conduct of attendees.

B. Individuals violating the rules and regulations governing the certified training academy if the academy director considers a violation of the rules and regulations determined to be detrimental to the welfare of the certified training academy, the academy director may or the safety of officers, visitors or personnel may be expelled ~~expel~~ the individual from the academy.

C. Notification of such ~~action~~ an expulsion shall will immediately be reported, in writing, to the agency administrator of the individual in accordance with the rules and regulations within the authority of the certified training academy and the department.

**6VAC20-20-90. Administrative requirements.**

~~A. Reports will be required from the agency administrator and academy director on forms approved by the department and at such times as designated by the director.~~

Law enforcement agencies will receive a roster containing the names of those officers who have satisfactorily completed the compulsory minimum training standards within 60 days of completion.

~~B. B. The law enforcement agency shall complete the field training completion form (Form --- ) documenting the completion of field training for officers.~~

C. The agency administrator shall sign and submit the field training completion form forward a properly executed field training form to the department for each officer, within 12 months of employment hire or appointment.

~~C. The academy director shall, within 30 days upon completion of approved training, comply with the following:~~

~~1. Submit to the department a roster containing the names of those officers who have satisfactorily completed the compulsory minimum training standards.~~

~~2. Submit to the department the final curriculum with the training objectives, hours and instructor names listed.~~

~~D. The academy director shall furnish each instructor with the applicable performance outcomes, criteria and lesson plan guides for assigned subject matter.~~

D. Records and documentation shall be open to audit, inspection, and review by the department upon request.

E. Training records shall be maintained in accordance with the provisions of these regulations and the Virginia Public Records Act (§ 42.1-67 et seq. of the Code of Virginia).

**6VAC20-20-120. Certification status and in-service training.**

A. All full-time and part-time law enforcement officers of a police department or sheriff's office which is part of or administered by the Commonwealth or any political division, law-enforcement officers as defined in § 9.1-101 and all jail officers as defined in § 53.1-1 must be



certified through the successful completion of training at an approved criminal justice training academy in order to remain eligible for appointment or employment.

B. Officers shall comply with in-service training and firearms training requirements identified in 6VAC20-30.

### **6VAC20-20-130. Certified training academies.**

Every criminal justice agency under the purview of the department shall have an academy of record.

FORMS (6VAC20-20)

Application for Exemption From Virginia Compulsory Minimum Training Standards, Form W-2, eff. 4/94.

Field Training: Law Enforcement, B-13, rev. 4/98.

Criminal Justice Training Roster, Form 41, rev. 4/94.

### **6VAC20-50-10. Definitions.**

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Academy director" means the chief administrative officer of a certified training academy.

"Agency administrator" means any chief of police, sheriff or agency head of a state or local law-enforcement agency or agency head of a local correctional facility.

~~"Academy director" means the chief administrative officer of a certified training academy.~~

"Approved training" means training approved by the department to meet minimum training standards.

"Board" means the Criminal Justice Services Board.

"Certified training academy" means a training facility in compliance with academy certification and recertification standards operated by the state or local ~~unit(s)~~ unit or units of government for the purpose of ~~providing instruction of compulsory minimum training standards~~ training criminal justice professionals regulated by the department and board.

"Committee on Training" or "COT" means the standing committee of the board that is charged with reviewing proposed changes to the standards, ~~holding public hearings receiving and reviewing public comments,~~ and approving changes to the standards as needed.

"Compulsory minimum training standards" means the written performance outcomes, training objectives, criteria for testing, and lesson plan guides approved by the Committee on Training and the minimum hours approved by the board.

"Curriculum Review Committee" or "CRC" means a committee consisting of nine individuals representing the conduct of entry-level jailor or custodial officer, courthouse and courtroom security officer, and process service officer training. The composition of the committee shall be three representatives of sheriffs' offices, three representatives of regional jails, and three ~~two~~ representatives from academies, ~~and one representative of the Department of Criminal Justice Services Jails Training Unit.~~ The Committee on Training shall appoint the members of the Curriculum Review Committee.

"Department" means the Department of Criminal Justice Services.

"Director" means the chief administrative officer of the department.

~~"Full time attendance" means that officers in training shall attend all classes and shall not be placed on duty or call except in cases of emergency for the duration of the school.~~

~~"School director" means the chief administrative officer of an approved training school.~~

"Mandated training" means training that satisfies compulsory minimum training requirements (i.e. basic and in-service training).

"Requirements" means the core elements a jail officer, court security officer, civil process officer needs to accomplish to obtain department certification.

**6VAC20-50-20. Compulsory minimum training standards.**

A. Pursuant to the provisions of subdivisions 7, 8, and 9 of § 9.1-102 and § 53.1-120 of the Code of Virginia, the department under the direction of the board establishes the standards for Compulsory Minimum Training Standards for full and part-time Jailors or Custodial Officers, Courthouse and Courtroom Security Officers, and Process Service Officers. The complete document may be found on the Department of Criminal Justice Services' website at [www.dejs.virginia.gov](http://www.dejs.virginia.gov). the compulsory minimum training standards for full and part-time deputy sheriffs and jail officers, persons designated to provide courthouse and courtroom security pursuant to § 53.1-120 and persons designated to serve process pursuant to § 8.01-293.

B. Individuals hired as deputy sheriffs and jail officers shall meet or exceed compulsory minimum training standards at a certified training academy and complete field training requirements. Certification requires deputy sheriffs and jail officers comply with the following:

1. Successfully complete jail officer department approved training at a certified training academy in the following categories:

B. Academy training categories – Jailor

- 1a. Professionalism
- 2b. Legal Issues
- 3c. Communications
- 4d. Operations
- 5e. Investigations
- 6f. Defensive Tactics/Use of ForceDefensive Tactics and Use of Force
- 7g. Weapons Use
- 8h. Driver Training

2. Meet or exceed the performance outcomes in the category of Field Training.

C. Jailor or Custodial Officer Field Training Category 9

C. Individuals hired as courthouse and courtroom security officers shall meet or exceed compulsory minimum training standards at a certified training academy and complete field training requirements. Certification requires courthouse and courtroom security officers comply with the following:

1. Successfully complete courthouse and courtroom security officers department approved training at a certified training academy in the following categories:

D. Academy training categories – Courthouse and Courtroom Security Officer.

- 1a. Court Security Professionalism
- 2b. Legal Issues
- 3c. Communications
- 4d. Court Security Operations
- 5e. Court Security Investigations



6f. Defensive Tactics/Use of ForceDefensive Tactics and Use of Force

7g. Weapons Use

8h. Transportation

2. Meet or exceed the performance outcomes in the category of Field Training.

E. Courthouse and Courtroom Security Officer Field Training Category 9

D. Individuals hired as deputy sheriffs and designated to serve process shall meet or exceed compulsory minimum training standards at a certified training academy and complete field training requirements. Certification requires courthouse and courtroom security officers comply with the following:

1. Successfully complete process service officer department approved training at a certified training academy in the following categories:

F. Academy training categories – Process Service Officer.

1a. Process Service Officer Operations

2b. Legal Issues

3c. Communications

4d. Civil Process Operations

5e. Civil Process Investigations

6f. Defensive Tactics/Use of ForceDefensive Tactics and Use of Force

7g. Weapons Use

8h. Transportation

2. Meet or exceed the performance outcomes in the category of Field Training.

G. Process Service Officer Field Training Category 9

### **6VAC20-50-21. Approval authority.**

A. ~~The Criminal Justice Services Board~~ board shall be the approval authority for the training categories of the compulsory minimum training standards identified in 6VAC20-50-21. Amendments to the training categories shall be made in accordance with the provisions of the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

B. ~~The Committee on Training of the Criminal Justice Services Board~~ (COT) of the board shall be the approval authority for the performance outcomes, training objectives, criteria, and lesson plan guides that support the performance outcomes.

1. Performance outcomes, training objectives, criteria, and lesson plan guides supporting the compulsory minimum training standards may be added, deleted, or amended by the Committee on Training COT based upon on written recommendation of a chief of police, sheriff, agency administrator, academy director, Curriculum Review Committee (CRC), interested party, or member of the community.

2. Any suggestions Suggestions received related to performance outcomes, training objectives, criteria, and lesson plan guides shall be reviewed at the regularly scheduled meeting of the Curriculum Review Committee (CRC). If comment is received at any public hearing, the Committee on Training may make a decision at that time. Changes to the training categories will only be made in accordance with the provisions of the Administrative Process Act. The CRC shall present recommendations for revisions to the COT.



~~C. Prior to~~ Before approving changes to the performance outcomes, training objectives, criteria, or lesson plan guides, the ~~Committee on Training~~ COT shall ~~conduct a public hearing~~ schedule an opportunity for public comment during a meeting of the COT. ~~A minimum of sixty~~ Sixty days prior to ~~before the public hearing meeting of the COT~~, the proposed changes shall be distributed to all ~~affected parties~~ certified training academies for the opportunity to comment. Notice of ~~change~~ changes to of the performance outcomes, training objectives, criteria, and lesson plan guides shall be filed for publication in the Virginia Register of Regulations ~~upon adoption, change, or deletion~~.

~~D. The department shall notify each certified training academy in writing of any new, revised, or deleted objectives~~ COT approved revisions. ~~Such adoptions, changes, or deletions shall become effective 30 days after notice of publication in the Virginia Register.~~ COT approved revisions require a minimum of 30 days' notice to certified training academies prior to becoming effective.

#### **6VAC20-50-30. Applicability.**

A. ~~Every person~~ Persons employed as a ~~jailor or custodial sheriff deputy and jail officer~~ in accordance with subdivision 9 of § 9.1-102 of the Code of Virginia shall meet compulsory minimum training standards and requirements established in subsections B, ~~C, and D~~ of 6VAC20-50-20 and 6VAC20-50-40 unless provided otherwise in accordance with subsection D of this section.

B. Every person employed as a ~~Courthouse and Courtroom Security Officer~~ courthouse and courtroom security officer in accordance with subdivision 7 of § 9.1-102 of the Code of Virginia shall meet compulsory minimum training standards established in subsections ~~E and F~~ C of 6VAC20-50-20 and 6VAC20-50-40 unless provided otherwise in accordance with subsection D of this section.

C. Every person employed as a ~~Deputy Sheriff Designated to Serve Process~~ deputy sheriff designated to serve process in accordance with § 15.2-1612.1 of the Code of Virginia shall meet compulsory minimum training standards established in subsections ~~G and H~~ D of 6VAC20-50-20 and 6VAC20-50-40 unless provided otherwise in accordance with subsection D of this section.

D. The director may grant an exemption or partial exemption of the compulsory minimum training standards as established herein, in accordance with § 9.1-116 of the Code of Virginia.

E. Deputy sheriffs, jail officers, courthouse and courtroom security officers, and deputy sheriffs designated to serve process who originally complied with all applicable training requirements and later separated from deputy sheriff, jail officer, courthouse and courtroom security officer, and deputy sheriff designated to serve process status, in excess of 24 months, upon reentry deputy sheriff, jail officer, courthouse and courtroom security officer, and deputy sheriff designated to serve process will be required to complete all compulsory minimum training standards in accordance with 6VAC20-50-20 unless provided otherwise in accordance with 6VAC20-50-30 D.

#### **6VAC20-50-40. Time requirement for completion of training.**

A. ~~Every jailor or custodial officer, courthouse and courtroom security officer and process service officer~~ Deputy sheriffs, jail officers, courthouse and courtroom security officers, and deputy sheriffs designated to serve process who is are required to comply with the compulsory minimum training standards shall satisfactorily complete such training within 12 months of the date of appointment or hire as a ~~jailor or custodial officer, courtroom security officer or process service officer~~ deputy sheriffs, jail officers, courthouse and courtroom security officers, and deputy sheriffs designated to serve process unless provided otherwise in accordance with subsection B of this section.



~~B. The director or designee, may grant an extension of the time limit for completion of the compulsory minimum training standards and requirements for the following reasons: required upon presentation of evidence by the agency administrator that such officer was unable to complete the required training within the specified time limit due to illness, injury, military service, special duty assignment required and performed in the public interest or leave without pay or suspension pending investigation or adjudication of a crime. The agency administrator shall request such extension prior to expiration of any time limit.~~

~~1. Medical condition;~~

~~2. Injury;~~

~~3. Military service~~

~~4. Administrative leave involving the determination or worker's compensation or disability retirement issues, or suspension pending investigation or adjudication of a crime.~~

~~C. The director or designee may review and consider other reasons (e.g. natural disaster family medical leave, etc.) for granting an extension. If approval is granted the extension shall not exceed 90 days.~~

~~D. The director shall not grant an extension for failing to pass compulsory minimum training standards within the specified time limits.~~

~~C. Any jailor or custodial officer, courthouse and courtroom security officer or process service officer who originally complied with all applicable training requirements and later separated from jailor or custodial officer, courtroom security officer, process service officer status, in excess of 24 months, upon reentry as a jailor, courthouse and courtroom security officer/process server will be required to complete all compulsory minimum training standards unless provided otherwise in accordance with 6VAC20-50-30-D. E. Deputy sheriffs, jail officers, courthouse and courtroom security officers, and deputy sheriffs designated to serve process who do not satisfactorily complete the compulsory minimum training standards and requirements within 12 months of hire or appointment as a deputy sheriff, jail officer, courthouse and courtroom security officer, or deputy sheriff designated to serve process, or who do not receive an extension of the time limit for completion of the requirements, shall be subject to the provisions of §9.1-115 of the Code of Virginia.~~

~~F. The department shall notify the agency administrator of individuals not in compliance with the requirements of this section.~~

#### **6VAC20-50-50. How compulsory minimum training may be attained.**

~~A. The compulsory minimum training standards shall be attained by attending and satisfactorily completing performance outcomes at certified training academy and field training requirements.~~

~~B. Officers attending a certified training academy are required to attend all classes and should not be placed on duty or on call except in cases of emergency.~~

~~C. All certified training academies that begin on or after July 1, 2007, shall be conducted in conformance with the Rules Relating to Compulsory Minimum Training Standards for Jailors or Custodial Officers, Courthouse and Courtroom Security Officers and Process Service Officers as amended by the board on September 14, 2006. However, the period July 1, 2007, through June 30, 2008, shall serve as a transition period wherein certified training academies may be approved by the department to conduct training according to the Rules Relating to Compulsory Minimum Training Standards for Jailors or Custodial/Courthouse and Courtroom Security Officers/Deputy Sheriffs Designated to Serve Process as amended by the board on April 4, 1990, or according to the Rules Relating to Compulsory Minimum Training Standards for Jailors or Custodial Officers, Courthouse and Courtroom Security Officers and Process Service Officers as amended by the board on September 14, 2006.~~



### **6VAC20-50-60. Certified training academies.**

A. To become a certified academy, a state or local unit of government must demonstrate a need that contains the following elements:

1. The inability to obtain adequate training from existing academies or a sufficient hardship that renders the use of other existing academies impractical.
2. Based upon a training needs assessment, a sufficient number of officers to warrant the establishment of a full-time training function for a minimum of five years.

B. In addition, the state or local unit of government must make the following commitments:

1. Provide a full range of training to include entry-level training, in-service training, instructor certification and recertification training and specialized training.
2. Assignment of one position with primary responsibility as academy director and one clerical position to support training and training-related functions.
3. Maintain a training facility adequate to conduct training in accordance with academy certification standards.
4. Commitment of sufficient funding to adequately support the training function.

C. Process:

1. The state or local governmental unit shall submit a justification, as outlined in subsection B of this section, to the Committee on Training, which shall review the justification and make a recommendation to the department as to whether the establishment of an academy is warranted.
2. If the Committee on Training recommends the establishment of the proposed academy, the department shall make a determination as to whether the establishment of the academy is warranted.
3. If the establishment of the academy is approved by the department, the proposed academy must successfully complete the academy certification process and be in compliance with § 15.2-1747 of the Code of Virginia.

D. Each certified academy director shall maintain a file of all current lesson plans and supporting material for each subject contained in the compulsory minimum training standards. The certified training academy shall submit to the department its curriculum and other information as designated within time limits established by the department.

E. Certified academies that are approved shall be subject to inspection and review by the director.

F. The department may suspend or revoke the approval of a certified training school academy upon written notice to the academy's director. The notice shall contain the reason(s) upon which the suspension or revocation is based. The academy's director may request a hearing before the director or his designee. The request shall be in writing and must be received by the department within 15 days of the date of the notice of suspension/revocation. The school's director may appeal the decision of the director or his designee to the board. Such request shall be in writing and must be received by the board within 15 days of the date of the decision of the director or his designee.

### **6VAC20-50-70. Grading Attendance, testing, and grading.**

A. Attendance:

1. Deputy sheriffs, jail officers, courthouse and courtroom security officers, and deputy sheriffs designated to serve process attending approved training are required to attend all classes and shall not be placed on duty or call except in cases of emergency (natural disaster etc). In the event of such an emergency, the agency administrator or designee shall determine if it is



appropriate to place officers on duty or on call and shall advise the academy director within 24 hours.

2. Officers shall be responsible for any material missed during an excused absence.

B. Academy testing:

1. Deputy sheriffs, jail officers, courthouse and courtroom security officers, and deputy sheriffs designated to serve process shall meet all the training objectives and pass all criteria for testing related to each performance outcome approved by the COT of the board.

~~All certified training academies shall utilize testing procedures that indicate that every officer, prior to satisfactory completion of the training, has passed the criteria for testing and met the training objectives related to each performance outcome specified in the document entitled "Performance Outcomes for Compulsory Minimum Training Standards for Jailors or Custodial Officer, Courthouse and Courtroom Security Officers and Process Service Officers."~~

~~B2. The officer may be tested and retested as may be necessary within the time limits of 6VAC20-50-40 A and each certified training academy's written policy. An officer shall not be certified as having complied with the compulsory minimum training standards unless all applicable requirements have been met.~~

~~C. Certified training academies shall maintain accurate records of all tests, grades and testing procedures. Academy training records must be maintained in accordance with the provisions of these rules and §§ 42.1-76 through 42.1-91 of the Code of Virginia.~~

#### **6VAC20-50-80. Failure to comply with rules and regulations.**

~~Any individual A. Individuals attending a certified training academy shall comply with the rules and regulations promulgated by the department. The academy director shall be responsible for enforcement of all rules and regulations established to govern the conduct of attendees.~~

~~B. Individuals violating the rules and regulations governing the certified training academy if the academy director considers a violation of the rules and regulations determined to be detrimental to the welfare of the academy, or the safety of officers, visitors or personnel may be expelled. the academy director may expel the officer from the academy. Notification of such action an expulsion shallwill immediately be reported, in writing, to the agency administrator of the officer individual and the department. in accordance with rules and regulations within the authority of the certified training academy.~~

#### **6VAC20-50-90. Administrative requirements.**

~~The academy director shall maintain a final curriculum that includes performance outcomes, hours and instructor names.~~

A. Criminal justice agencies will receive a roster containing the names of those deputy sheriffs, jail officers, courthouse and courtroom security officers, and deputy sheriffs designated to serve process who have satisfactorily completed the compulsory minimum training standards within 60 days of completion.

B. The agency shall complete the field training completion form (Form ---) documenting the completion of field training for officers.

C. The agency administrator shall sign and submit the field training completion form to the department for each officer, within 12 months of hire or appointment.

D. Records and documentation shall be open to audit, inspection, and review by the department upon request.

E. Training records shall be maintained in accordance with the provisions of these regulations and the Virginia Public Records Act (§ 42.1-67 et seq. of the Code of Virginia).



**6VAC20-50-120. Certification status and in-service training.**

A. All full-time and part-time law enforcement officers of a police department or sheriff's office which is part of or administered by the Commonwealth or any political division, law-enforcement officers as defined in § 9.1-101 and all jail officers as defined in § 53.1-1 must be certified through the successful completion of training at an approved criminal justice training academy in order to remain eligible for appointment or employment.

B. Deputy sheriffs, jail officers, courthouse and courtroom security officers, and deputy sheriffs designated to serve process shall comply with in-service training and firearms training requirements identified in 6VAC20-30.

**6VAC20-50-130. Certified training academies.**

Every criminal justice agency under the purview of the department shall have an academy of record.

FORMS (6VAC20-50)

Application for Exemption from Virginia Compulsory Minimum Training Standards, Form W-2 (rev. 8/05).

CHAPTER 90

~~RULES RELATING TO REGIONAL~~ CRIMINAL JUSTICE TRAINING ACADEMIES

**6VAC20-90-10. Definitions.**

The following words and terms, when used in this chapter, shall have the following meaning, unless the context clearly indicates otherwise.

"Academy director" means the chief administrative officer of a certified training academy.

"Agency administrator" means any chief of police, sheriff or agency head of a state or local law-enforcement agency.

"Approved training" means any training approved by the department to meet minimum training standards.

"Board" means the Criminal Justice Services Board.

"Certified training academy" means a training facility in compliance with academy certification and recertification standards operated by the state or local unit or units of government that is owned, leased, rented or used exclusively for the purpose of training criminal justice professionals regulated by the department and board.

"Compulsory minimum training standards" means the written performance outcomes approved by the Committee on Training and the minimum hours approved by the Criminal Justice Services Board.

"Department" means the Department of Criminal Justice Services.

"Director" means the chief administrative officer of the department or designee.

"External classroom" means a training room; approved by the department, located away from the certified academy, which the certified academy uses to conduct mandated training, using full-time academy staff with general instructorships.

"Mandated training" means training that satisfies compulsory minimum training requirements (i.e. basic and in-service training).

"Regional Academy" means Regional Criminal Justice Training Academy.

"Satellite Facility" means a temporary facility, located away from the certified academy facility which the certified academy uses exclusively to conduct in-service training.



**6VAC20-90-20. Designation.**

A. The regional academies set forth below are designated as regional academies and are eligible to receive allocated funds from the department.

Cardinal Criminal Justice Academy  
Salem, Virginia  
Central Shenandoah Criminal Justice Training Academy  
Waynesboro, Virginia  
Central Virginia Criminal Justice Academy  
Lynchburg, Virginia  
Crater Criminal Justice Academy  
Petersburg, Virginia  
Hampton Roads Regional Academy of Criminal Justice  
Newport News, Virginia  
New River Criminal Justice Training Academy  
Radford, Virginia  
Northern Virginia Criminal Justice Academy  
Ashburn, Virginia  
Piedmont Regional Criminal Justice Training Academy  
Martinsville, Virginia  
Rappahannock Regional Criminal Justice Academy  
Fredericksburg, Virginia  
Skyline Regional Criminal Justice Academy  
Front Royal, Virginia  
Southwest Law Enforcement Virginia Criminal Justice Academy  
Bristol, Virginia

B. Jurisdictions may operate their own certified independent training academies if approved by the department; however, no state funds will be available for such academies. A jurisdiction, within or without the Commonwealth, may join a regional academy at ~~any time~~ subject to complying with the requirements of §§ 15.2-1300 and 15.2-1747 of the Code of Virginia, and 6VAC20-90 policies established by the board.

~~C. A regional academy site may be changed by the academy governing body with the approval of the board.~~

~~D. Training, where practical, shall be conducted at designated satellite locations throughout the geographical confines of the regional academy to ensure minimum travel for student officers.~~

~~E. The board shall define geographical boundaries of designated regional academies.~~

**6VAC20-90-30. Academy governing body.**

~~Each regional academy shall have a charter which shall be established in accordance with § 15.2-1300 and 15.2-1747 of the Code of Virginia. The charter shall, in accordance with guidelines established by the board, create an academy governing body and specify the composition, authority and functions of the academy governing body and selection criteria and duties of the regional academy director.~~

#### **6VAC20-90-40. Funds.**

The department will disburse funds to the regional academies designated in 6VAC20-90-20 in accordance with the appropriations made to the department for the purpose of providing financial support to the regional training academies. Financial reports An operating budget and independent audit by a third party auditor will be required as determined by the department to be submitted to the department annually.

#### **6VAC20-90-60. Academy creation.**

##### A. Conduct training needs assessment.

1. To determine if a need exists for the creation of a certified training academy, a state or local unit of government must complete a training needs assessment. The needs assessment will evaluate the following:

a. The inability to obtain adequate training from existing academies.

b. A hardship which renders the use of other existing academies impractical.

c. The number of criminal justice professionals (i.e. students) the certified training academy would serve.

d. There are a sufficient number of criminal justice professionals, financial resources, and academy personnel to support the creation and maintenance of a full time regional or independent training academy for a minimum of five years.

##### B. Identify and acknowledge commitments.

1. The state or local unit or units of government shall in writing make the following commitments:

a. The provision of a full range of training to include basic training, in-service training, instructor certification and recertification training.

b. The assignment of one position with primary responsibility as academy director and one clerical, financial officer, or support position to support training and training-related functions.

c. The provision of adjunct instructors to instruct classes and courses.

d. The maintenance of a training facility adequate to conduct training in accordance with academy certification standards.

e. The commitment of sufficient funding to adequately support the training function.

##### C. Review and consideration.

1. The state or local governmental unit or units shall submit a training needs assessment and written commitments to the Committee on Training (COT) as described in subsection A and B of this section.

2. The COT shall review the assessment and make a recommendation to the department as to whether the creation of an academy is warranted.

3. If the COT recommends the creation of the proposed academy, the department shall make a determination as to whether the creation of an academy is warranted.

a. If the creation of a regional academy is approved by the department, the governing bodies or political subdivisions of the proposed academy must successfully complete the academy certification process and be in compliance with the provisions of § 15.2-1747 of the Code of Virginia.

b. If the creation of an independently operated academy is approved by the department, the governing body of the proposed academy must successfully complete the academy certification process and be in compliance with the provisions of § 15.2-1747(D) of the Code of Virginia.



**6VAC20-90-70. Academy certification.**

A. An academy shall not conduct mandated training until the academy meets all certification requirements.

B. Training academies, all places of operation (i.e. satellite facilities, external classrooms, firing range, driving course, etc.) and the records are subject to audit, inspection, and review by the department. Audits and inspections may be announced and unannounced.

C. The academy must formally request academy certification status from the department and meet the following requirements:

1. The department will establish a mutually agreeable date with the academy director and conduct the on-site assessment for academy certification.

2. The academy shall meet 100% the academy certification standards in each of the following categories (reference to document):

a. Administration

b. Personnel

c. Facility

d. Instruction

e. Satellite Facility

3. Certification is valid for one year from the date of certification.

a. In order to maintain certification status, the academy must successfully complete the academy recertification process before the expiration of the original certification.

b. The recertification will extend the expiration date to June 30 of the third year following the date of recertification.

D. If the academy does not meet one or more certification standards (reference to document):

1. The academy director will receive written notification of the certification standards which have not been met and the date when a reassessment will be conducted.

2. The department shall provide the written notification and date of reassessment within five business days of the last date of assessment.

3. The academy will be given time to correct the situation, not to exceed 60 days.

4. Department staff shall reassess the academy. If the academy does not meet one or more of the certification standards upon reassessment, the department will provide written notification of the standards not met during reassessment to the academy director and agency administrator or board chairman of the academy. The academy will have a maximum of 30 days to comply with all certification standards.

5. A second reassessment will be conducted no later than 30 days following the first reassessment. If the academy is still not in compliance with all certification standards at the time of the second reassessment, the department shall not certify the academy.

6. The academy director may appeal the findings of the academy certification to the director. The decision of the director is final.

E. Academies failing to meet the certification requirements or losing on appeal shall restart the academy certification process identified within this section beginning with 6VAC20-90-70 (C).

**6VAC20-90-80. Academy recertification.**

A. A certified training academy shall not conduct mandated training for courses in which it is not in compliance with regulatory and certification requirements.



B. A certified training academy, all places of operation (i.e. satellite facilities, firing range, driving course, etc.) and the records are subject to audit, inspection, and review by the department. Audits and inspections may be announced and unannounced.

C. The certified training academy must successfully complete the academy recertification process before June 30, of the third year, from the last date of recertification.

D. The department will establish a mutually agreeable date with the academy director and conduct the on-site assessment for academy recertification.

1. The certified training academy shall meet 100% of the academy certification standards (reference document) in each of the following categories:

a. Administration

b. Personnel

c. Facility

d. Instruction

e. Satellite Facility

2. If the certified training academy does not meet one or more recertification standards:

a. The academy director will receive written notification of the recertification standards which have not been met along with a department drafted corrective action plan and the date when a reassessment will be conducted within five business days from the last date of assessment.

b. The certified training academy will be given time to correct the situation, not to exceed 60 days.

c. The department staff shall reassess the certified training academy. If the certified training academy does not meet one or more of the certification standards upon reassessment, the department will provide written notification of the standards not met during reassessment to the academy director and agency administrator, or board chairman of the certified training academy. The certified training academy will have a maximum of 30 days to comply with all certification standards.

d. A second reassessment will be conducted no later than 30 days following the first reassessment. If the certified training academy is still not in compliance with all certification standards at the time of the second reassessment, the director shall suspend the academies certification in accordance with 6VAC20-90-100 and conduct a hearing within 30 days to determine the status of the academies certification.

E. The Director shall review all pertinent documents.

1. The academy will have an opportunity to make a verbal presentation.

2. After a review of all pertinent information, the director shall determine the status of the academy certification.

F. The academy director may seek appeal to the enforcement actions (identified in 6VAC20-90-100) of the academy recertification assessment.

1. The academy director may request a hearing before Executive Committee of the Board. The request shall be in writing and shall be received by the department within 15 days of the date of the notice of probation, suspension, or revocation.

2. The academy will have an opportunity to make a verbal presentation before the Executive Committee.

3. After a review of all pertinent information, the Executive Committee shall determine the status of the certification.



**6VAC20-90-90. Training approval, audits, inspections and reviews.**

A. The certified training academy shall submit to the department its curriculum containing the performance outcomes, instructor names, and the dates and times for all basic training (including all instructor schools and field training officer schools) and a letter requesting approval (e.g. memorandum of transmittal) at least 30 days before the start of the course.

B. The department shall review the documents submitted, and if approved, the department shall notify the certified training academy in writing of course approval.

C. The certified training academy shall approve in-service training in accordance with the requirements identified in 6VAC20-30.

D. approved for credit.

E. The department shall conduct training audits, inspections and review.

**6VAC20-90-100. Enforcement actions for recertification.**

A. The department shall use the following enforcement actions provided within when identifying noncompliance of these regulations that varies from the intent of these regulations by academies and certified academies.

1. Probation is a written notification for violations of department rules or regulations requiring continuous oversight by the department for a specific duration of time.

2. Suspension is a written notification of the removal of authorization to conduct, instruct, or hold specified courses or schools for violations of these regulations for a specific duration of time.

3. Revocation is a written notification by the director of the deactivation and removal of authorization issued under certification to operate as a certified training academy for violations of these regulations for an indefinite period of time.

B. The enforcement actions and procedures provided within are not mutually exclusive. The department may invoke as many enforcement actions as the situation may require.

1. The department may consider probation, suspension, revocation status for a certified training academy with documented noncompliance for one or more academy recertification standards when the certified training academy has failed to correct the noncompliance in accordance with the recertification process and timeline identified in 6VAC20-90-80.

2. If there is a life, health, safety issue or felonious criminal activity occurring during any department or academy approved training, at any location, the director may unilaterally revoke the academy's certification. The status of the revocation shall be reviewed at the next scheduled Criminal Justice Services Board meeting.

**6VAC20-90-110. Enforcement actions for instruction and training.**

A. The department shall use the following enforcement actions provided within when identifying noncompliance of these regulations by academies and certified academies.

1. Probation is a written notification for violations of department rules or regulations requiring continuous oversight by the department for a specific course or class.

2. Suspension is a written notification of the removal of authorization to conduct, instruct, or hold specified courses or schools for violations of these regulations.

B. The department may conduct training audits inspections and reviews and immediately suspend a class, course, or training if there is a violation of academy certification or recertification standards, requirements or if there is a life, health, safety issue or felonious criminal activity occurring at an academy or a satellite facility. The suspension shall remain in place until the noncompliance is corrected.

C. The department may assign probation status to a certified training academy's course or class. This allows a certified academy to conduct a class with oversight from the department.



D. Probation and suspension status shall be reviewed by the department upon compliance with all requirements.

**6VAC20-90-120. Attendance, testing, grading, and record keeping.**

A. The academy shall establish, maintain, and follow a policy which requires criminal justice professionals to attend all classes except in emergency situations (i.e. natural disaster, catastrophic event etc.) and notify criminal justice professionals of their responsibility for any material missed during an excused absence per academy policy.

B. The certified training academy shall utilize testing procedures which indicate that every criminal justice professional has satisfactorily completed the criteria for every training objective and performance outcome approved by the Committee on Training of the Criminal Justice Services Board.

C. A criminal justice officer may be tested and retested as may be necessary within the time limits of 6VAC20-20-40, 6VAC20-50-40, 6VAC20-60-40, 6VAC20-70-40, 6VAC20-100-40, and in accordance with each academy's written policy.

D. Law Enforcement Certification Exam.

1. The department shall generate and proctor the law enforcement certification exam.

2. Upon documented compliance with the minimum training standards identified in 6VAC20-20-21 officers will be eligible to complete the law enforcement certification exam.

3. All certified training academies shall document that each law enforcement officer has complied with all minimum training standards in all categories identified in 6VAC20-20-21 before scheduling the law enforcement certification exam.

~~C. Law enforcement officers become certified upon meeting all compulsory minimum training standards and requirements, which include documented completion of all performance outcomes, the law enforcement certification exam, and field training for law enforcement.~~

E. Certified training academies shall maintain accurate records of all tests, grades and testing procedures.

F. The certified training academy director shall maintain a file of all current lesson plans and supporting material for training objectives and shall provide this information to the director upon request.

G. The certified training academy shall maintain training records in accordance with the provisions of these regulations and the Virginia Public Records Act (§ 42.1-67 et seq. of the Code of Virginia).

**6VAC20-90-130. Failure to comply with rules and regulations.**

A. The academy director shall be responsible for enforcement of all rules and regulations established to govern the conduct of attendees.

B. Any individual attending a certified training academy shall comply with the rules and regulations promulgated by the certified training academy and the department.

C. Individuals violating the rules and regulations governing the certified training academy or violating the rules of the certified training academy determined to be detrimental to the welfare of the academy or the safety of officers, visitors, or personnel may be expelled.