

Commonwealth of Virginia
CRIMINAL JUSTICE SERVICES COMMISSION

Rules Relating
to
COMPULSORY MINIMUM TRAINING STANDARDS
FOR
CORRECTIONAL OFFICERS OF STATE DEPARTMENT OF CORRECTIONS,
DIVISION OF INSTITUTIONAL SERVICES

Pursuant to the provisions of Section 9-109.2 of the Code of Virginia (1950), as amended, the Criminal Justice Services Commission hereby promulgates the following rules for compulsory minimum training standards for full-time correctional officers.

1.0 Definitions:

- A. "Commission" means the Criminal Justice Services Commission.
- B. "Executive Director" means the chief administrative officer of the Commission.
- C. "Approved Training School" means a correctional officers training school which provides instruction of at least the minimum training standards as established by the Commission and has been approved by the Commission.
- D. "School Director" means the chief administrative officer of an approved training school.
- E. "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.

2.0 Compulsory Minimum Training Standards:

Pursuant to the provisions of Section 9-109.2 of the Code of Virginia (1950), as amended, the Commission establishes the following as the compulsory minimum training standards for full-time correctional officers of the State Department of Corrections, Division of Institutional Services.

54165

FIRST TRAINING PERIOD - Training to be commenced as soon as practical.

	<u>Hours</u>
I. <u>General</u>	<u>18</u>
A. Orientation	2
B. Purpose of Training & Employment	1
C. Personnel & Employment Benefits	1
D. Organization of Programs of Institution	2
E. History of Virginia Department of Corrections	1
F. Institutional Tour & Familiarization (To include immediate ADULT Facility)	4
G. Duties of Corrections Officer	2
H. Division & Institution Guidelines	4
I. Testing & Evaluation	1
II. <u>Skills</u>	<u>18</u>
A. Firearms (Four hours classroom plus range firing)	4
B. Tear Gas, Mace, Stun Gun (Where Utilized)	1
C. Written & Oral Reports	5
D. Multi Media First Aid	8
III. <u>Custody and Control</u>	<u>9</u>
A. Count Procedures	1
B. Key Control	1
C. Contraband Control	4
D. Work Programs	2
E. Supervision	1
IV. <u>Treatment</u>	<u>3</u>
A. Role of Corrections Officer	3
FIRST TRAINING PERIOD TOTAL	<u>48</u>

SECOND TRAINING PERIOD - This week (a minimum of 40 hours of training) to be with experienced corrections officers following the general format listed below.

I. <u>On the Job Training</u>	<u>40</u>
A. Recreation Periods	
B. Cell Building	
C. Classification Committee	
D. Adjustment Committee	
E. Dormitories	
F. Visiting Room	
G. Treatment Facilities	
H. Mail Room	
I. Dispensary & Clinic	

- IV. Firearms Training (Four hours classroom plus range firing) 4
If in the performance of duty, the necessity to possess or carry a firearm is a requirement of the position, it will be necessary for the officer to complete the additional requirement of firearms training. The specific course is set forth on Page 9, Section 3.0.

3.0 Applicability:

Every person employed as a full-time correctional officer, as defined by Section 9-109.2 of the Code of Virginia (1950), as amended, must meet compulsory minimum training standards herein established by the Commission.

4.0 Time Requirement for Completion of Training:

A. Every correctional officer who is required to take the compulsory correctional training established by the Commission must satisfactorily complete such training within 12 months from December 31, 1975, or the date of his/her employment.

B. The Executive Director may grant an extension of the time limit for completion of the minimum training required by the Commission upon presentation of evidence by the agency administrator that the officer was unable to complete the required training within the specified time limit due to illness, injury, military service or special duty assignment required and performed in the public interest. However, each agency administrator must request such extension prior to expiration of any time limit.

C. Any correctional officer who originally complied with all training requirements and later separated from full-time correctional officer status, for a period of more than 12 months but less than 24 months, upon his/her reentry will be required to attain a minimum passing grade on the academy and institution written examinations and must comply with all firearms qualification requirements.

D. Any correctional officer who originally complied with all training requirements and later separated from full-time correctional officer status, in excess of 24 months, upon his/her reentry as a full-time correctional officer will be required to complete all compulsory minimum training standards.

5.0 How Minimum Training May be Secured:

A. The minimum training required by the Commission for correctional officers may be obtained by attending and graduating from an approved training school.

B. The Executive Director and school director will approve those officers satisfactorily completing an approved training school.

C. Officers attending an approved training school are required to attend all classes and should not be placed on duty or on call except in cases of emergency. No more than 10% absence will be allowed due to injury, illness or court. Any officer who may be absent from any classes, not to exceed the 10%, will be required to make-up any material that may have been missed due to such absence. If an emergency condition exists during an approved school, the institution/unit administrator shall so advise the school director within 24 hours.

D. If an officer is absent in excess of the 10% allowable he/she will be required to re-take only the entire grading category where the excessive absence occurred and not the entire training program.

6.0 Approved Training Schools:

A. Correctional officers training schools may become approved training schools by making application to the Commission on forms provided by the Executive Director. The Executive Director may approve those schools, which on the basis of curricula, instructors, facilities and examinations provide the required minimum training as established by the Commission. Applications are to be submitted annually beginning with the first school of each calendar year and, unless major changes are instituted, succeeding schools the same calendar year will only require a curriculum for each additional school with the instructors' names listed.

B. Each school director will be required to maintain a current file of all lesson plans and supporting material for each subject contained in the compulsory minimum training program.

C. Schools which are approved will be subject to inspection and review by the Executive Director and/or staff.

D. The Executive Director may suspend the approval of an approved training school upon written notice to the school's director and the school's director may request in writing within 10 days after receipt of such notice a hearing before the Commission.

E. The Commission may revoke the approval of any approved training school upon written notice to the school's director and the school's director may within 10 days request in writing a hearing before the Commission.

7.0 Grading:

The director of each approved school shall, within fifteen (15) working days after completion, submit grade reports on each officer. The grading procedures to be followed are set forth on the succeeding page.

A. All written examinations shall include a minimum of two (2) questions for each hour of mandatory instruction. This requirement likewise includes the classroom instruction on performance-oriented subject matter. However, those subjects which exceed five (5) hours of instruction, ten (10) questions will suffice as an acceptable minimum.

B. All officers must attain a minimum grade of 70% in each grading category to satisfactorily complete mandatory training. Any officer who does not attain a minimum 70% in each grading category will be required to re-take all subjects that comprise that grading category.

C. Performance testing, when utilized, will be graded on a satisfactory/unsatisfactory basis. A satisfactory rating on all performance testing will be required to satisfactorily complete the school. The determination of satisfactory or unsatisfactory performance on any performance test will be determined by the instructor administering the test.

D. If in the performance of duty, the necessity to possess or carry a firearm is a requirement of the position, it will be necessary for the officer to complete the additional requirement of firearms training. Firearms training will be graded on a satisfactory/unsatisfactory basis. Any officer that does not achieve a satisfactory rating in firearms training will not be eligible for a certificate of satisfactory completion.

GRADING SHEET
FOR
CORRECTIONAL OFFICERS

DATE: _____

NAME: _____ INSTITUTION/UNIT: _____

SIGNATURE OF SCHOOL DIRECTOR: _____

FIRST TRAINING PERIOD

	GENERAL	SKILLS	CUSTODY & CONTROL	TREATMENT	FINAL AVERAGE
GRADE PERCENT					

NINTH AND TENTH TRAINING PERIODS

	ADMINIS- TRATION	GENERAL	SKILLS	HUMAN RELATIONS	LEGAL MATTERS	DRUG PROGRAM	CUSTODY & CONTROL	FINAL AVERAGE
GRADE PERCENT								

FIREARMS TRAINING (PLEASE CHECK ONE OF THE FOLLOWING):

NOT REQUIRED TO PARTICIPATE

SATISFACTORY

UNSATISFACTORY

8.0 Firearms Training:

The following range training will be applicable, if in the performance of duty, the necessity to possess or carry a firearm is a requirement of the position:

- I. Institutional Training - First Training Period
 - A. Classroom - .38 Caliber Revolver, 12 Gauge Shotgun, Special Weapons
 1. Nomenclature and care of weapons
 2. Safety
 3. Legal aspects of firearms use
 4. Principles of shooting
 - B. Range Firing - Instructional Firing and Familiarization
 1. .38 Caliber
 - a. Bull's Eye Shooting (Familiarization, not a record course)
15 Rounds
SR4 Target
 - b. Course
25 yards (single action) 5 rounds
15 yards (single action) 5 rounds
15 yards (double action) 5 rounds
 - c. Position Shooting - Double Action
15 rounds
Silhouette target
 - d. Course
7 yards crouch position - 5 rounds
15 yards point shoulder - 5 rounds
15 yards standing to kneeling - 5 rounds
 2. Shotgun - 12 Gauge
10 rounds
Bobber target
#4 Buck
15 yards - hip level - 5 rounds
25 yards - shoulder level - 5 rounds
 3. Special Weapons (As used at individual institutions)
.22 Caliber Rifle - 30-30 Rifle - 30-06 Rifle - M-14/M-16 Rifle
20 rounds - Silhouette target
50 yards - prone position - 5 rounds
50 yards - kneeling position - 5 rounds
50 yards - standing position - 10 rounds
Qualification 75% using K values

II. Basic Training - Tenth Training Period

A. Classroom

1. Nomenclature and care of weapons
2. Safety
3. Legal aspects of firearms use
4. Principles of shooting
5. Review of all weapons

B. Range

1. .38 Caliber

- a. Modified Course (Fired twice - one practice, one record)

50 rounds
Silhouette target

- b. Course

7 yards - point shoulder - 10 rounds (one on whistle)
7 yards - point shoulder - 10 rounds
15 yards - point shoulder - 10 rounds (one on whistle)
15 yards - point shoulder - 10 rounds -
25 yards - kneeling position - 2 relays - 5 rounds each

Qualification 60% , two points for each hit in K-5 area

2. Shotgun - 12 Gauge (Not a record course)

15 rounds
Bobber target
#4 Buck
15 yards - hip level - 5 rounds
25 yards - shoulder level - 10 rounds

For further instructions and specific course requirements, refer to the "Course Resumes and Objectives for Required Compulsory Minimum Training for Correctional Officers".

9.0 Failure to Comply with Rules and Regulations:

Any correctional officer attending an approved correctional training school shall comply with the rules and regulations promulgated by the Commission. The director of the school shall be responsible for their proper enforcement. If the school director considers the violation of the rules and regulations detrimental to the welfare of the school, the school director may expel the officer from the school and the individual will not receive a certificate. Notification of such action shall immediately be reported to the agency head and the Commission, through its Executive Director.

10.0 Administrative Requirements:

A. Reports will be required from the agency administrator and school director on forms approved or supplied by the Executive Director and at such times as designated by the Commission.

B. The director of each approved school shall, within fifteen (15) working days after completion, submit grade and personal data reports, on the job training forms, officer evaluation forms, and any other reports that may be required on forms provided by or approved by the Executive Director.

11.0 Effective Date:

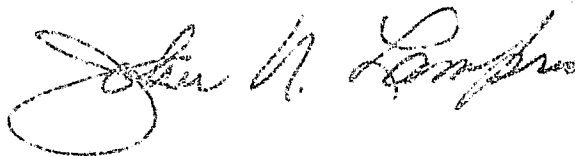
These rules shall be effective on and after October 1, 1978, and until amended or rescinded.

12.0 Adopted:

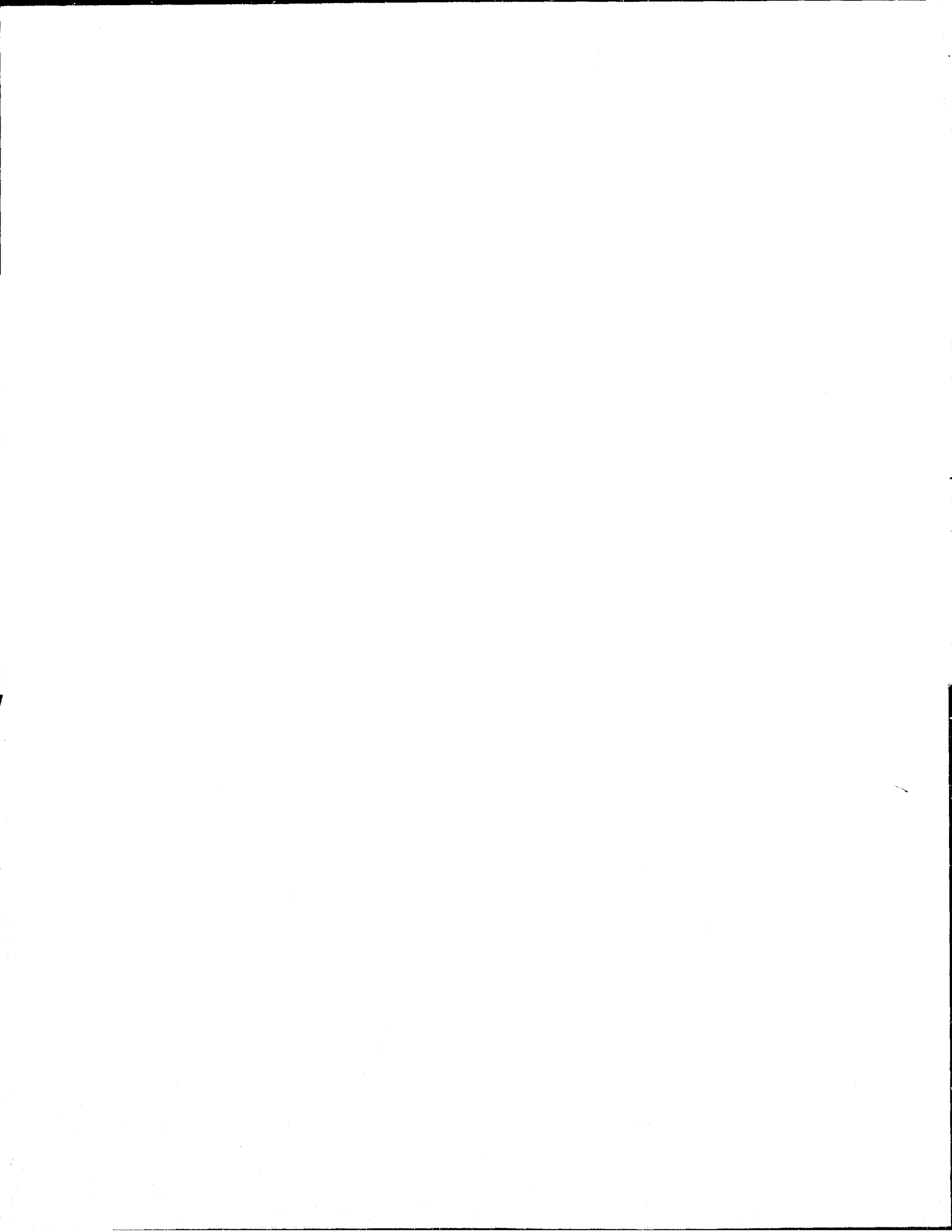
July 12, 1973

Amended:

August 17, 1978



Chairman



END