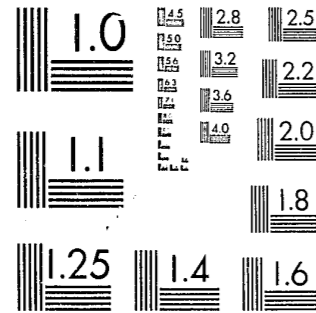


National Criminal Justice Reference Service



This microfiche was produced from documents received for inclusion in the NCJRS data base. Since NCJRS cannot exercise control over the physical condition of the documents submitted, the individual frame quality will vary. The resolution chart on this frame may be used to evaluate the document quality.



MICROCOPY RESOLUTION TEST CHART  
NATIONAL BUREAU OF STANDARDS-1963-A

Microfilming procedures used to create this fiche comply with the standards set forth in 41CFR 101-11.504.

Points of view or opinions stated in this document are those of the author(s) and do not represent the official position or policies of the U. S. Department of Justice.

National Institute of Justice  
United States Department of Justice  
Washington, D. C. 20531

Date Filmed

4/9/81

69383

NCJRS

JUL 23 1980

Commonwealth of Virginia  
CRIMINAL JUSTICE SERVICES COMMISSION

ACQUISITIONS

Rules Relating  
to  
COMPULSORY MINIMUM TRAINING STANDARDS  
FOR  
JAILORS OR CUSTODIAL OFFICERS OF LOCAL CRIMINAL JUSTICE AGENCIES

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 jailors or custodial 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 jailors or custodial 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 jailors or custodial officers.

	<u>Hours</u>
I. <u>Administration</u>	<u>14</u>
A. Orientation	1
1. Welcome	
2. School Rules and Regulations	
3. Attitude	
4. Attendance	
B. Notebook Construction & Note Taking	1
C. Code of Ethics	1
D. Organization of Department of Corrections	1
E. Criminal Justice Overview	2
F. Correctional History	1
G. Testing and Review	6
H. Evaluations	1
1. Subject Matter	
2. Presentations	
3. Accommodations	
II. <u>Skills</u>	<u>35</u>
A. Chemical Agents	1
B. Courtroom Demeanor and Appearance	1
C. Self Defense	16
D. Multi Media First Aid	8
E. Report Writing	5
F. Transportation of Prisoners & Physical Restraints (Including Practical Application)	4
III. <u>Legal Matters</u>	<u>22</u>
A. Court Systems	2
B. Escapes	1
C. Constitutional Law	6
D. Role of the Commonwealth's Attorney	1
E. Role of the Defense Attorney	1
F. Freedom of Information Act	1
G. Code of Virginia	6
H. Juvenile Offender & the Juvenile Justice System	2
I. Discipline/Due Process	2
IV. <u>Jail Operation</u>	<u>13</u>
A. Inmate Behavior	2
B. Jail Climate	1
C. Cell Search (Including Practical Application)	4
D. Key Control	1
E. Headcount	1
F. Classification	1
G. Discharging Inmates	1
H. Facility Sanitation	1
I. Rules & Regulations of the Department of Corrections	6

69383

	<u>Hours</u>
V. <u>Jail Security Procedures</u>	<u>17</u>
A. Receiving Prisoners	3
B. Personal Search	2
C. Trusties	1
D. Medication Security	1
E. Unusual Prisoners	6
F. Hostage & Riot Control	2
G. Supervisory Techniques	2
VI. <u>Community Relations</u>	<u>14</u>
A. Public Responsibilities	1
B. Probation & Parole	1
C. Work Release	1
D. Human Relations	8
E. Correctional Officer's Concern for Treatment Program	1
F. Community Resources	2
 <u>TOTAL</u>	 <u>120</u>

VII. Firearms Training 24

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 8, Section 10.0.

3.0 Applicability:

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

B. The Executive Director of the Commission, with the approval of the Commission, whose decision shall be final, may exempt a jailor or custodial officer of any local criminal justice agency, who has had previous experience and training as a jailor or custodial officer or correctional officer with any criminal justice agency, from the mandatory attendance at courses which are required for the successful completion of the compulsory minimum training standards established by the Commission.

4.0 Time Requirement for Completion of Training:

A. Every jailor or custodial officer who is required to take the compulsory minimum training established by the Commission must satisfactorily complete such training within 12 months from June 1, 1973, 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 jailor or custodial officer who originally complied with all training requirements and later separated from full-time jailor or custodial 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 a comprehensive written examination and must comply with all firearms qualification requirements, if applicable.

D. Any jailor or custodial officer who originally complied with all training requirements and later separated from full-time jailor or custodial officer status, in excess of 24 months, upon his/her reentry as a full-time jailor or custodial 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 jailors or custodial officers may be obtained by attending and graduating from an approved training school.

B. The Executive Director and the 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 agency administrator shall so advise the school director within 24 hours.

D. If an emergency condition exists or court attendance is required, the school director may excuse the student, however, the student must attend the classes covering the material missed in a subsequent school prior to certification. An individual missing classes will only be tested on the material missed. Students will have ninety (90) days from completion of the school to make up classes missed provided however, this period does not exceed the time requirement for completion of training as established in Section 4.0 (A) of these rules and regulations.

6.0 Approved Training Schools:

A. Jailors or custodial 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 ten (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 ten (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  
JAILORS & CUSTODIAL OFFICERS

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

SIGNATURE OF SCHOOL DIRECTOR: \_\_\_\_\_

	SKILLS	LEGAL MATTERS	JAIL OPERATION	SECURITY PROCEDURES	COMMUNITY RELATIONS	FINAL AVERAGE
GRADE PERCENT						

FIREARMS TRAINING (PLEASE CHECK ONE OF THE FOLLOWING):

NOT REQUIRED TO PARTICIPATE

SATISFACTORY

UNSATISFACTORY

8.0 Failure to Comply with Rules and Regulations:

Any jailor or custodial officer attending an approved 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.

9.0 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, officer evaluation forms, and any other reports that may be required on forms provided by or approved by the Executive Director.

C. The school director shall furnish approved copies of the resumes and objectives to all instructors in an approved school.

D. The director of each approved school shall require each instructor to submit examination questions prior to the instructional time of an approved school.

E. The director, assistant director, or designee shall be present at all mandated training sessions.

F. The school director will be required to maintain accurate records to include:

1. Personal Data Forms
2. Grade Sheets
3. Attendance and Roster Records
4. Examination and Performance Test Records
5. Firearms Training/Range Qualification Records
6. Any other record which may be required as part of an approved school.

G. All school approval applications and/or curricula must be submitted to the Commission regional field representative thirty (30) days prior to the start of any school for his review and preliminary approval.

H. Upon completion of a school, all school reports (grading sheets, personal data forms, evaluations, roster forms, etc.) must be examined and approved by the Commission regional field representative prior to this material being submitted to the Commission office.

I. During the period when a school is being conducted, if there is a change in any instructors from those originally submitted, notify the Commission regional field representative so necessary adjustments can be made.

10.0 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:

1. Safety, nomenclature and legal aspects
2. Dry firing and application of shooting handgun
3. Bull's Eye (50 rounds, not a record course)
4. Position shooting (50 rounds, not a record course)
5. Double action (50 rounds, not a record course)
6. Tactical Revolver Course (TRC) or Practical Pistol Course (PPC) - Timed shooting, 65% minimum qualification required
7. Familiarization with following police weapons - Shotgun, rifle (no firing), automatic pistol (no firing), and gas gun and gas equipment

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

11.0 First Aid Requirement:

The director of each approved school shall be required to insure that each officer has a valid first aid card approved by the National Red Cross or by the State of Virginia EMT Program.

12.0 Effective Date:

These rules shall be effective on and after August 1, 1979, and until amended or rescinded.

13.0 Adopted:

July 12, 1973

Amended:

June 8, 1979

*John F. Atwood*

Chairman

**END**