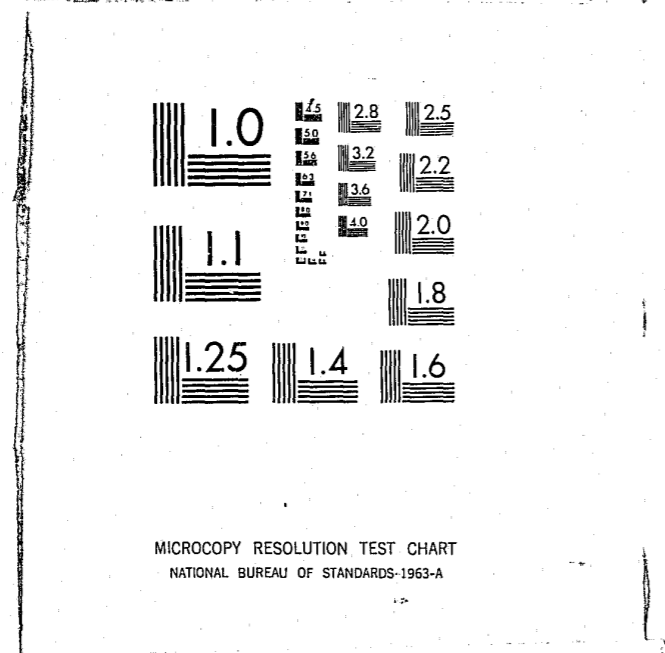


National Criminal Justice Reference Service



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

1/12/82

79897

COMMONWEALTH OF VIRGINIA


COMMONWEALTH of VIRGINIA
CRIMINAL JUSTICE SERVICES COMMISSION

9 NORTH TWELFTH STREET
RICHMOND, VIRGINIA 23219
804-786-2139
804-786-8533

May 10, 1979

To Governor John N. Dalton and
Members of the General Assembly
Commonwealth of Virginia

This report is being submitted for the year ending December 31, 1978, and represents the functions, accomplishments, and proposals of the Criminal Justice Services Commission. The members of the Commission join me in grateful appreciation for the assistance given to this Commission and the staff by the Executive and Judicial branches, as well as the General Assembly. Each has played a significant part in the training and services provided criminal justice personnel who serve continually the citizens of the Commonwealth.

Respectfully yours,

John F. Atwood

John F. Atwood
Chairman

JFA:vt

Enclosure

NCJRS
JUL 1 1981
ACQUISITIONS

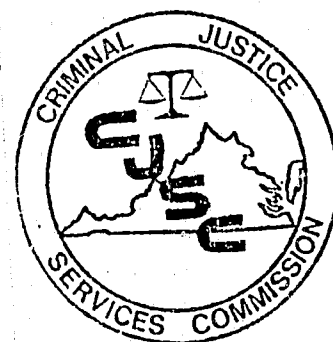
79897

U.S. Department of Justice
National Institute of Justice

This document has been reproduced exactly as received from the person or organization originating it. Points of view or opinions stated in this document are those of the authors and do not necessarily represent the official position or policies of the National Institute of Justice.

Permission to reproduce this copyrighted material has been granted by
Virginia Criminal Justice
Services Commission
to the National Criminal Justice Reference Service (NCJRS).

Further reproduction outside of the NCJRS system requires permission of the copyright owner.



CRIMINAL JUSTICE SERVICES COMMISSION

1978 ANNUAL REPORT

CRIMINAL JUSTICE SERVICES COMMISSION

The Honorable John F. Atwood, Chairman
Sheriff
Prince George County

The Honorable James A. Cales, Jr., Vice-
Chairman
Commonwealth's Attorney
Portsmouth

Chief George C. Austin
Newport News Police Department

The Honorable John N. Lampros
Commonwealth's Attorney
Roanoke County

Mr. Robert N. Baldwin
Executive Secretary
Supreme Court of Virginia

Sheriff Robert W. Legard
Loudoun County

The Honorable Leslie A. Ballard
Tazewell County Board of Supervisors

Mr. Thomas B. Noland
City Manager
Martinsville

The Honorable Robert E. Curtis
Louisa County Board of Supervisors

Dr. Emma Schulken
President
Virginia Highlands Community College
Abingdon

Mr. Cole Hendrix
City Manager
Charlottesville

Colonel D. M. Slane
Superintendent
Department of State Police

Mr. T. D. Hutto
Mr. William B. Digges, Designee
Department of Corrections

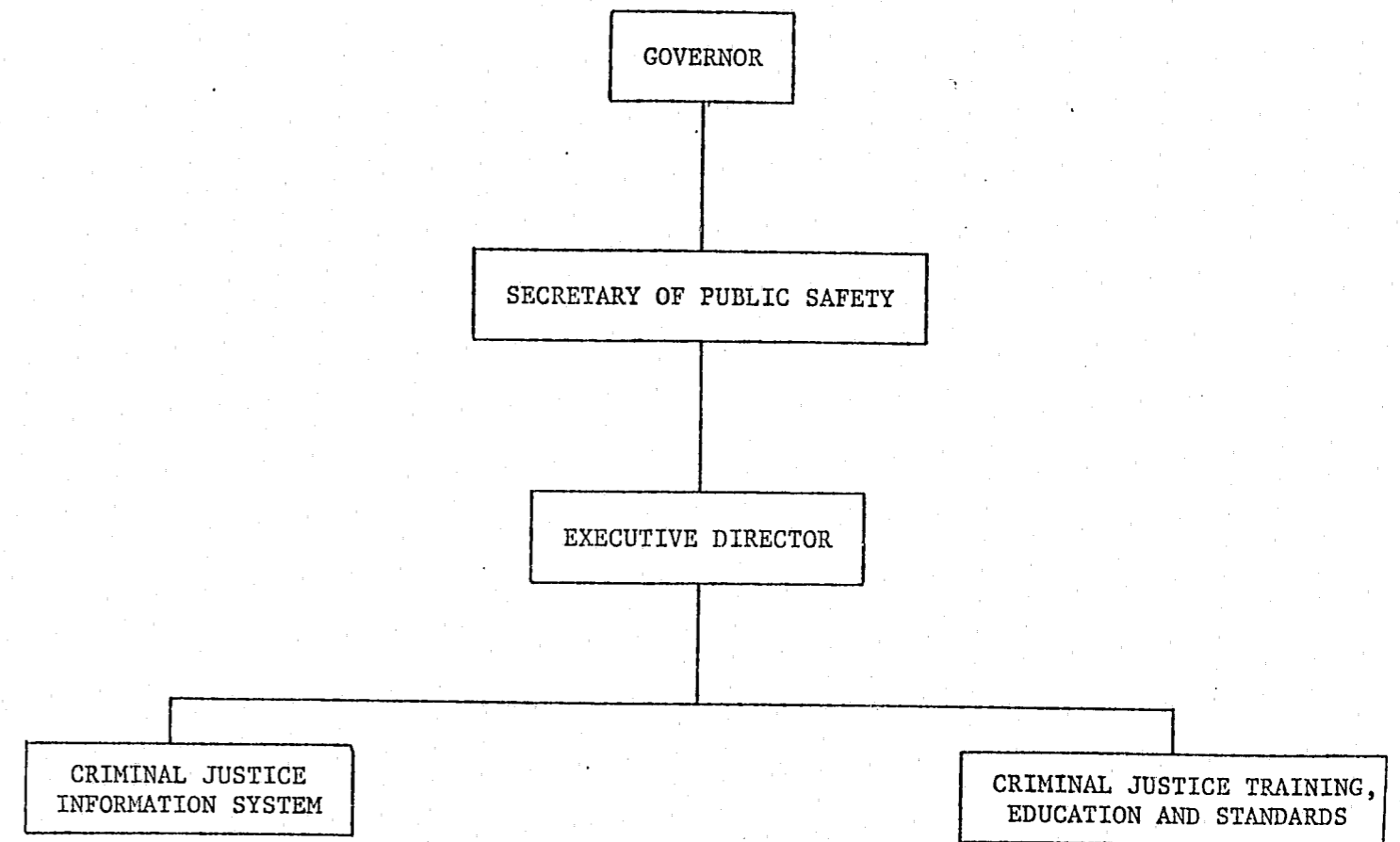
The Honorable J. M. H. Willis, Jr.
Judge
Fifteenth Judicial Circuit
Fredericksburg

Chief Roy F. Jamison
Culpeper Police Department

Colonel Richard A. King
Chief of Police
Fairfax County Police Department

R. H. Geisen
Executive Director

AGENCY ORGANIZATION CHART



GENERAL STATEMENT

The 1976 General Assembly enacted legislation establishing the Criminal Justice Services Commission succeeding the Criminal Justice Officers Training and Standards Commission. The Commission is under the Secretary of Public Safety, The Honorable H. Selwyn Smith.

The primary mission of the Commission is to formulate and administer minimum training standards for criminal justice officers and private security personnel in accordance with the Code of Virginia. Further, to administer regulations for the collection, storage, dissemination, and security of criminal history record information as required by the Code of Virginia, Federal law and regulations, and promulgated rules.

The Commission is concerned with three major areas of endeavor: (1) provide administration and assistance to up-grade criminal justice personnel through training, research, and development; (2) administer and monitor the training of private security services business personnel; and (3) administer rules and regulations regarding the collection, storage, dissemination, privacy, and security of criminal history record information.

The Commission held six (6) meetings during this calendar year and conducted five (5) public hearings on matters under their purview and in compliance with existing law.

CRIMINAL JUSTICE TRAINING, EDUCATION AND STANDARDS

TRAINING - MANDATED

Mandated criminal justice officers training continued with full operations in 1978. This year, two (2) mandated training programs were amended. The jailers and custodial officers of local criminal justice agencies training program was increased from eighty-four (84) hours to one-hundred forty-four (144) classroom hours and an additional twenty-four (24) hours of firearms training for those individuals who may carry or have access to a firearm in the performance of their duty. Also, the training program for correctional officers of the State Department of Corrections, Division of Institutional Services, was amended to include one-hundred eighty-eight (188) hours training with additional firearms training for those correctional officers who may carry or have access to a firearm in the performance of their duty. All other mandated training programs remained at the previously approved minimum required hours.

As in the past, the use of working committees continues to provide a valuable, economical source of professional assistance to the Commission. During this period, several committees were utilized to examine Commission training programs.

During 1978, an additional mandated program was initiated in accordance with House Bill No. 622 passed by the 1978 General Assembly. This program mandates training for undercover investigative officers and was adopted in a public hearing by the Commission on October 19, 1978.

Please refer to Appendix 1 for a statistical composite of mandated training conducted for Calendar Year 1978.

TRAINING - PRIVATE SECURITY

Compulsory minimum training standards established for private security services business personnel are divided into five categories, each requiring training in a particular area of security work. The hourly breakdown of required training for the various categories is as follows: Unarmed Guard - 12 hours; Armed Guard/Courier - 16 hours; Armored Car Personnel - 22-1/2 hours; Guard Dog Handler - 28 hours; Private Detective/Private Investigator - 48 hours.

The Private Security Services Advisory Committee is comprised of six practitioners from the private security industry and their role is to advise the Commission and the Department of Commerce on matters relating to the regulation and training of private security services business and personnel. The Committee is currently re-evaluating the mandated training for security personnel and it is anticipated that their recommendations will be submitted to the Commission during the Summer of 1979. This Committee met on eight (8) occasions during 1978.

Please refer to Appendix 2 for a composite of mandated training for Calendar Year 1978.

TRAINING - SPECIALIZED/ADVANCED

Areas of specialization and advanced programs continued to be of major importance to the Commission. A considerable amount of time was expended by the Commission to up-grade the personnel instructing in the academies throughout the Commonwealth as most of the programs rely on volunteer instructors. To meet this goal of up-grading instructors, the Commission sponsored instructors courses in firearms, defensive tactics, and driver training, all of which operated at capacity and with very favorable results. In essence, these programs assist local departments and academies in developing and maintaining a cadre of qualified instructors.

However, not all programs are directed toward developing instructors. The following additional courses were conducted during 1978:

- (1) First Line Supervisors - Conducted in an effort to assist localities in preparing officers for supervisory positions.
- (2) Stress Awareness - A new program conducted to examine the pressures and stress of police officers in terms of health, personality, job performance, and home life. Individuals participating in this program represented city and county administrators/supervisors, police chaplains, and administrative personnel of law enforcement agencies in the Richmond metropolitan area. This seminar was conducted at the University of Richmond in cooperation with the Richmond Regional Criminal Justice Training Center.
- (3) Campus Police Seminar - A new program conducted to assist campus police of Virginia colleges and universities in developing and better understanding their functions. This training was conducted at the College of William & Mary as a joint effort of the College of William & Mary Campus Police Department, Peninsula Academy of Criminal Justice, and the Criminal Justice Services Commission.

- (4) Civil Process Seminars - Conducted as a result of legislative amendments relating to civil process and in an effort to inform sheriff's departments officials of new requirements involved in the serving of civil process papers.
- (5) Annual Training Directors Conference - Conducted as a means of providing training directors with a forum to exchange information, and to present changes in methods and techniques of training.

Please refer to Appendix 3 for a statistical composite of advanced/specialized training conducted during 1978.

CRIMINAL JUSTICE INFORMATION SYSTEM

CRIMINAL HISTORY RECORD INFORMATION

During the 1976 General Assembly, legislation was adopted empowering the Commission to establish and issue rules and regulations for the collection, storage, and dissemination of criminal history record information. These rules and regulations were adopted by the Commission on July 27, 1977. They included procedures to be followed by an individual to access, review, and challenge his criminal history record. Procedures were also established for the purging and expunging of criminal history records in accordance with Sections 9-111.9 and 19.2-392.2, Code of Virginia (1950), as amended.

To assist the Commission in carrying out its mandates, an Advisory Committee was established on criminal history record information. This Committee has reviewed and studied the privacy and security aspect of applicable laws, rules, and opinions. This Committee formulated and presented to the Commission, appropriate amended Rules and Regulations Relating to Criminal History Record Information-Part I and Criminal History Record Information Security-Part II. These amended rules and regulations became effective on June 1, 1978.

In May, 1978, a Certification of Compliance for the rules and regulations governing criminal history record information, was submitted by the Executive Director to the Law Enforcement Assistance Administration, U.S. Department of Justice, through the Secretary of Public Safety. A communication dated July, 1978, has been received from the Law Enforcement Assistance Administration advising the rules and regulations have been reviewed and have been included as part of the Virginia privacy and security file.

TRAINING

During 1978, eighteen (18) classes were conducted throughout the Commonwealth to review and explain the rules and regulations regarding criminal history record information. These classes were attended by 339 individuals, representing 160 criminal justice agencies.

EXPUNGEMENTS

One-hundred seven (107) expungements of criminal history records were administered and completed as ordered by Circuit Courts in the Commonwealth. This involved communicating with an average of four (4) criminal justice agencies for each expungement order received.

PURGES

Eighteen (18) petitions to purge criminal history record information were heard by the Commission. The Commission denied thirteen (13) petitions and granted the purging of criminal history record information as requested in five (5) petitions.

AUDITS

Audits were initiated during this period and same conducted at two criminal justice agencies to ensure and verify adherence to rules and regulations, as well as completeness and accuracy of their criminal history records. Pertinent court records were reviewed in connection with these audits. Where the audits revealed corrective action necessary, the agencies were advised in writing of the appropriate action or procedure to be taken to bring the records into compliance.

FUNDING

The Criminal Justice Services Commission is funded through three types of funds as follows: general, special, and grant. The special funds are received from the Department of Commerce whereas grant funds are obtained from the Virginia Council on Criminal Justice and the Department of Transportation Safety.

Grants from the Council on Criminal Justice enable the Commission to provide services to the law enforcement community which it would otherwise be unable to provide. These services included sponsorship of advanced/specialized training, distribution of training materials, and update of training aids.

The Commission conducted two defensive driving instructor schools during 1978 in an effort to prepare officers as defensive driving instructors. Upon completion of the 40 hour course, the officers are qualified to instruct defensive driving at their departments and regional training academies. Funds to conduct these schools were made available from the Virginia Department of Transportation Safety.

In 1978, rules relating to compulsory minimum training standards for private security services business personnel were implemented. Schools approved to conduct the minimum training are evaluated and reviewed by the Commission staff in an effort to insure that minimum training standards are being met. Special funds to meet the Commission's responsibilities as they relate to private security are provided by the Department of Commerce.

RESOURCES

The Commission currently maintains a film library for use by all criminal justice agencies and approved training schools throughout the state and is housed and coordinated by the Virginia State Police Training School. The films are used as audio-visual aids in

basic, in-service, and specialized training. The film library contains over 300 films, representing 30 categories and are distributed free of charge to those agencies requesting them.

The Commission also provides materials in the nature of handouts to all students attending basic, jailers, correctional officers, court security, and specialized schools. These materials include "Law and the Court", "Recognizing and Handling Abnormal Persons", "Legal Responsibility and Authority of Correctional Officer", "Police Reference Notebook", and the "Legal Handbook for Criminal Justice Officers". "The Legal Handbook for Criminal Justice Officers" is prepared and updated through the assistance of the Attorney General's Office. This handbook contains five (5) sections as follows: Laws of Arrest, Search and Seizure, Rules of Evidence, Juvenile Procedures, and Riot Law.

Funds for these resources are provided through grants from the Virginia Council on Criminal Justice.

SUMMATION

The Commission has continued to carry out its mandates and overall work responsibilities with the assistance of advisory committees and work groups. These committees and work groups of practitioners or staff members are guided by, and responsible to, a Commission sub-committee who in turn reports to the Commission as a whole. The use of this method achieves effective and organized results while at the same time affords individual segments of the criminal justice community and other interested groups to freely participate.

The sincere appreciation is extended to all the Commission members who gave freely of their time, effort and talent to accomplish the tasks and goals. Concurrently, much impetus was needed to overcome the obstacles and difficulties inherent in any operation and these were fulfilled. The Commission also wishes to commend the General Assembly, Secretary of Public Safety, Attorney General's Office, Virginia State Police, Department of Corrections, Division of Justice and Crime Prevention, State Crime Commission, Department of Transportation Safety, chiefs of police, sheriff's departments, school directors of regional and departmental academies and staff who worked to provide a high caliber of training. It is hoped that the training received has up-graded to some extent criminal justice personnel.

CRIMINAL JUSTICE SERVICES COMMISSION
MANDATED TRAINING
CALENDAR YEAR 1978

	<u>NO. APPROVED SCHOOLS</u>	<u>NO. SESSIONS</u>	<u>NO. STUDENTS SATISFACTORY COMPLETING</u>
Basic (249 total hours)	22	51	1180
In-Service (40 hours every 24 months)	26	246	3559
Courtroom Security (60 total hours)	10	11	122
Jailers/Custodial Officers (168 total hours)	12	25	430
Department of Corrections (192 total hours)	1	17	677
Fire Marshals (40 total hours)	1	1	21

APPENDIX 2

CRIMINAL JUSTICE SERVICES COMMISSION
PRIVATE SECURITY SERVICES BUSINESS PERSONNEL TRAINING

CALENDAR YEAR 1978

	<u>NO. APPROVED SCHOOLS</u>	<u>NO. SESSIONS</u>	<u>NO. STUDENTS SATISFACTORY COMPLETING</u>
Unarmed Guard	5	12	1939
Armed Guard/Courier	37	318	1363
Armored Car Personnel	5	12	30
Private Detective/ Private Investigator	7	20	81
Guard Dog Handlers	2	2	1

APPENDIX 3

CRIMINAL JUSTICE SERVICES COMMISSION
SPECIALIZED/ADVANCED TRAINING

CALENDAR YEAR 1978

	<u>NO. SESSIONS</u>	<u>NO. STUDENTS SATISFACTORY COMPLETING</u>
Instructors	3	44
Supervisors	4	101
Firearms Instructors	3	50
Driver Training Instructors	2	27
Defensive Tactics Instructors	3	52
Stress Awareness	1	12
Campus Police	1	44
Civil Process	16	445
Criminal History Record Information	18	339

END