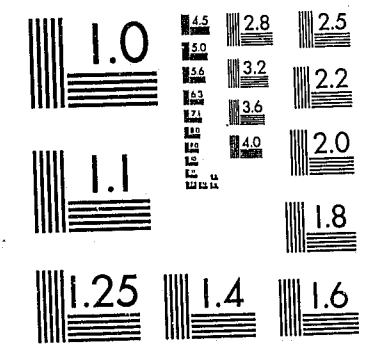


MF-1

National Criminal Justice Reference Service



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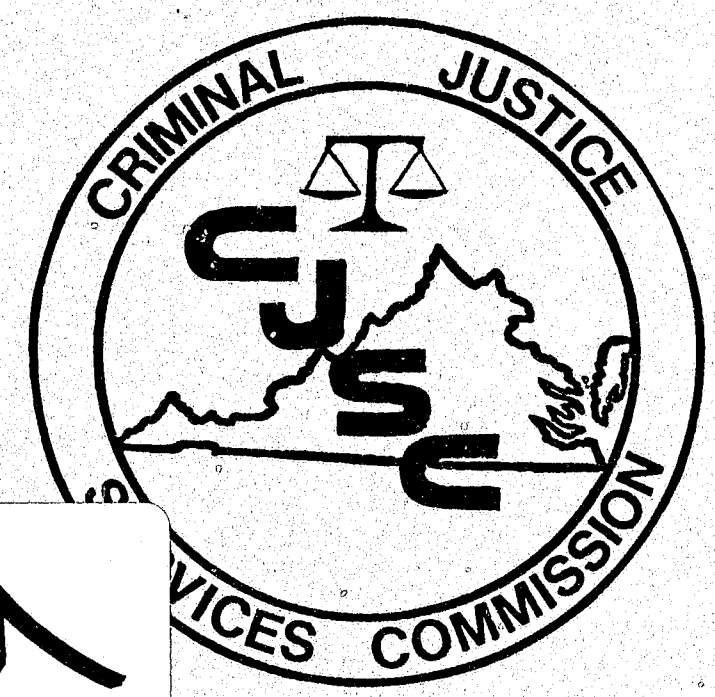
5-13-82

Commonwealth



of

Virginia



Annual  
Report

1980

81597

Criminal Justice

Services  
Commission



COMMONWEALTH of VIRGINIA

CRIMINAL JUSTICE SERVICES COMMISSION

April 30, 1981

9 NORTH TWELFTH STREET  
RICHMOND, VIRGINIA 23211  
804 786 2134  
804 786 8533

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

I am pleased to forward to you the annual report of the  
Criminal Justice Services Commission for the year 1980.

The Commission's overall objective is to improve segments  
of the criminal justice system through entrance level, in-service and  
specialized training.

On behalf of the Commission, I would like to express our  
appreciation to the executive, judicial and legislative leaders of the  
Commonwealth and to the academies and localities whose support, con-  
tributions and collective efforts have advanced the cause of criminal  
justice.

Sincerely,

Leslie T. Sheppard  
Chairman

LTS/mhh

Enclosure

NCJRS

SEP 29 1981

ACCUM 6

U.S. Department of Justice  
National Institute of Justice

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CRIMINAL JUSTICE SERVICES COMMISSION

Colonel Leslie T. Sheppard - Chairman  
Chief of Police  
Henrico County

Mr. Cole Hendrix  
City Manager  
Charlottesville

Dr. E. Jean Walker - Vice Chairperson  
President  
Virginia Highlands Community College

Mr. A. Ray Hull  
Board of Supervisors  
Augusta County

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

Mr. T. D. Hutto  
Director  
Department of Corrections

The Honorable John Paul Causey, Jr.  
Commonwealth's Attorney  
King William County

Mr. William H. Price  
Sheriff  
Russell County

Mr. E. Allen Culverhouse  
City Manager  
Lynchburg

Mr. Earl D. Sasser  
Sheriff  
Greensville County

Mr. Stephen H. Detwiler  
Board of Supervisors  
Arlington County

Colonel D. M. Slane  
Superintendent  
Department of State Police

The Honorable J. Patrick Graybeal  
Commonwealth's Attorney  
Montgomery County

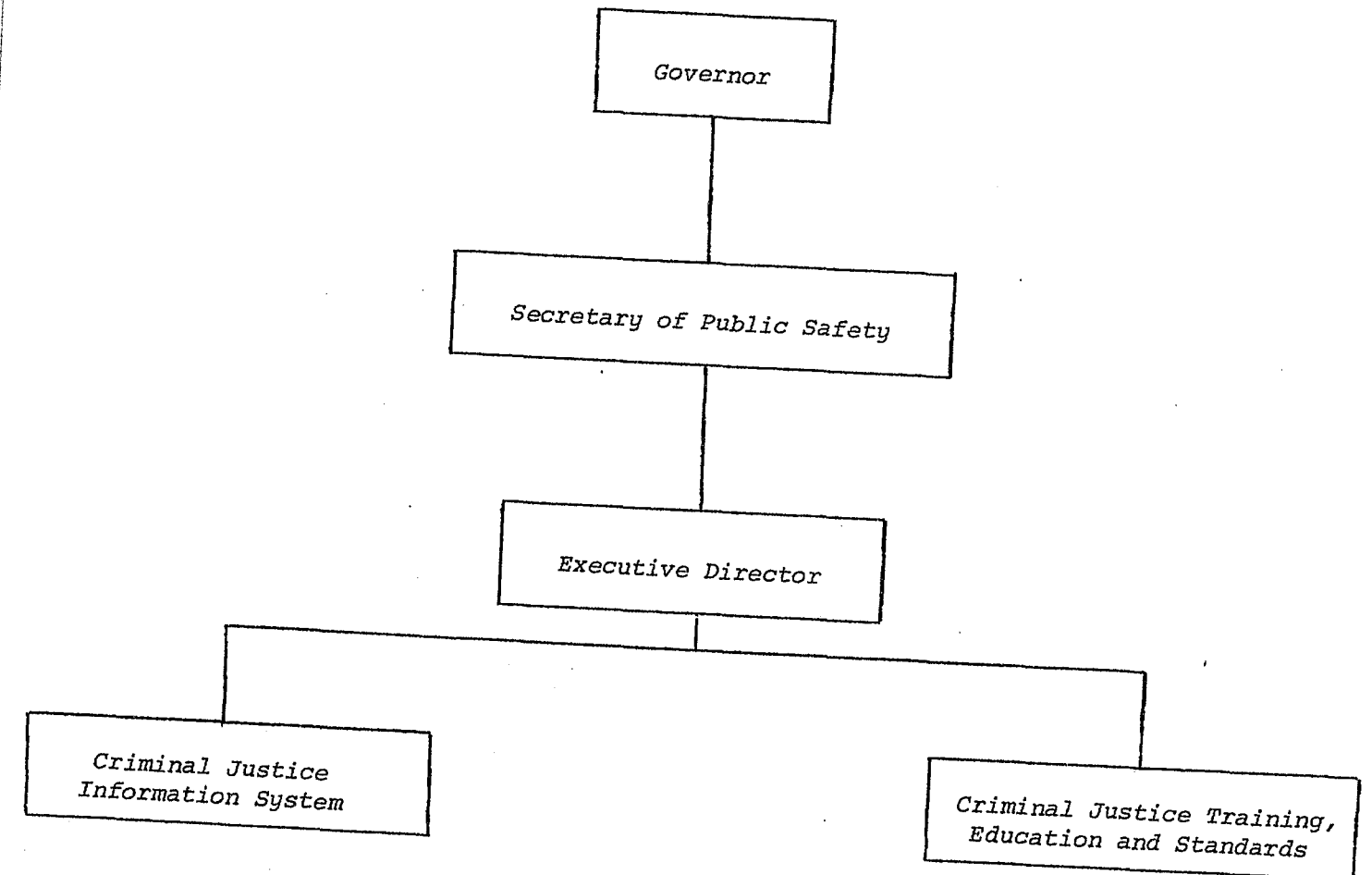
Ms. Betty S. Thomas  
Assistant County Administrator  
Montgomery County

Mr. Harry T. Haskins, Jr.  
Chief of Police  
Salem

Mr. James H. Young  
Richmond

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 T. Rodman Layman.

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, the mission is 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.

#### CRIMINAL JUSTICE TRAINING, EDUCATION AND STANDARDS

##### TRAINING - MANDATED

The Commission currently coordinates and supervises ten (10) mandated training programs for criminal justice and related personnel throughout the Commonwealth. The programs mandated are:

- Basic training for law enforcement officers
- In-service training for law enforcement officers
- Training standards for undercover investigative officers
- Basic training for jailors and custodial officers of local criminal justice agencies
- In-service training for jailors and custodial officers of local criminal justice agencies
- Basic training for Department of Corrections, Division of Institutional Services personnel
- In-service training for Department of Corrections, Division of Institutional Services personnel
- Training for non-custodial employees of the Department of Corrections
- Courthouse and courtroom security training

- Training for private security services business personnel employed in the following categories: unarmed guard; armed guard/courier; guard dog handler; armored car personnel; and private detective/private investigator.

The Commission has continued its long range goal of developing specialized programs within the Commonwealth which provide necessary skills and knowledge to state and local criminal justice personnel. The assistance of state and local personnel in conducting such programs has reduced the need for costly out-of-state training.

Listed below are some of the programs conducted during 1980 to assist in accomplishing this goal:

- (1) The Psychological and Investigative Aspects of Sex Crimes Investigation (Sex Crimes Investigation School) - Two 40-hour programs were conducted, the first in Blacksburg and the second in Blackstone. This course was designed for experienced law enforcement personnel responsible for the investigation of sex related crimes. Included in the curriculum were such topics as: "The Psychological Aspects of Victim Trauma," "Functions and Objectives of Rape Crisis Centers," "Community Agencies Role in Child Victim Cases," "Classification of Mental Disorders," "Virginia Laws Governing Sex Crimes," and others. Sixty-nine (69) officers completed these programs.
- (2) Legal Instructors School - This was a pilot program for experienced law enforcement and criminal justice personnel who are assigned to teach legal topics in law enforcement training programs. The course was designed to acquaint students with the fundamentals of legal research and to provide a background in constitutional and criminal law. The school was conducted at the College of William & Mary, using the facilities of the George Wythe School of Law. Seventeen (17) officers completed the course.
- (3) Executive Development Seminar - This program was coordinated through the Virginia Association of Chiefs of Police and the Federal Bureau of Investigation, using the facilities of the F.B.I. Academy in Quantico, Virginia. The course was designed to assist chiefs of police throughout the state in developing and expanding their managerial skills and at the same time complying with mandated standards for in-service training.
- (4) First Line Supervisors Training - This popular program continues to receive much support from law enforcement agencies throughout the Commonwealth. It is designed for state and local criminal justice officers in supervisory positions. Twenty-nine (29) officers completed a course conducted at the Donaldson Brown Center for Continuing Education on the campus of Virginia Polytechnic Institute and State University.

- (5) Criminal Justice Instructors School - One 40-hour pilot session was conducted in Blacksburg, Virginia, October 6-10, 1980. The course was designed for experienced law enforcement personnel responsible for instructing mandated training subjects in approved criminal justice training schools. Included in the curriculum were such topics as: "Principles of Learning," "Introduction to Communications," "Instructional Objectives," and "Development of Criteria Tests and Classroom Evaluation," to name a few. The course emphasized both classroom instruction and practical application. Sixteen (16) officers participated in this program.
- (6) Annual Training Directors Conference - The Commission's sixth annual training directors conference was held at the NASA Flight Center in Wallops Island and provided training directors and training officers an opportunity to exchange information and ideas in training techniques, discuss problem areas and provide suggestions for improving current standards and requirements.
- (7) Firearms Instructors Retraining Seminar. - A regionally conducted seminar designed to update firearms instructors on instructional techniques and afford them an opportunity to exchange ideas and information. A pilot seminar for the Richmond area was conducted with the cooperation of the Henrico County Division of Police with 38 officers in attendance. Five (5) additional seminars are planned in other regions of the Commonwealth during early 1981.

In addition to those programs described above, the Commission continues to sponsor instructor development schools in firearms and defensive tactics, basic criminal investigation and several other specialized programs relating to law enforcement and criminal justice. Please refer to Appendix 2 for a statistical composite of specialized and advanced programs conducted during calendar year 1980.

#### TRAINING - PRIVATE SECURITY

In accordance with Section 54-729.30(D), Code of Virginia, the Private Security Services Advisory Committee, which is composed of six (6) practitioners representing the private security industry, worked closely during the past year with the Commission relating to matters of the private security industry. The Commission staff, in conjunction with members of the Committee, met during the year for the purpose of examining necessary requirements for issuance of exemptions and partial exemptions of training for qualified personnel. Based upon information received, a public hearing was held on October 10, 1980, at which time amendments were adopted to the Rules Relating to Compulsory Minimum Training Standards for Private Security Services Business Personnel.

In an effort to continue to expand the communication process between the Commission staff and representatives of the private security industry, the Commission will be sponsoring another training directors conference in February, 1981, for directors of approved private security training schools. In addition, constant liaison is maintained by the staff with representatives of the private security industry, including Advisory Committee members, training school directors, the Virginia Security Association and the American Society for Industrial Security.

Please refer to Appendix 1 for a statistical composite of the mandated training conducted during calendar year 1980.

#### RESEARCH

##### Job Task Analysis

The Commission is presently in the process of conducting a law enforcement job task analysis on a training related basis for entry level law enforcement officers in the Commonwealth. The first phase of this project was funded by a grant awarded by the Virginia Department of Transportation Safety in the amount of \$34,800 on October 1, 1979. Work on the project started with the selection of Applied Science Associates, Inc., as the contractor early in 1980, and Phase I of the project was completed December 31, 1980. The objective of this project is to improve the quality of entry-level training of law enforcement officers within the Commonwealth. The methodology for this effort will be a multi-phase effort to establish performance-based training objectives and performance-based test objectives which are job related and validated within the Commonwealth.

On November 24, 1980, a request for proposal was forwarded to eight individuals/firms for the purpose of bidding and obtaining the authority to conduct Phase II of this project on behalf of the Commission. The proposals were to be submitted by the contractors no later than December 22, 1980, and it is anticipated that a contractor will be selected and work on Phase II will begin around March, 1981.

If this research effort is successful, it will afford the Commission the opportunity to mandate training for law enforcement officers in Virginia with a high degree of accuracy, knowing that the training required is relevant to the job being performed. This will reduce any unnecessary training and provide the Commission with valid data upon which it can require job related training.

#### 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.

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 1980, eight (8) classes were conducted throughout the Commonwealth to review and explain the rules and regulations regarding criminal history record information. These classes were attended by 315 individuals, representing 134 criminal justice agencies.

#### EXPUNGEMENTS

During 1980, 247 expungements of criminal history records were administered and completed as ordered by circuit courts in the Commonwealth. This is an increase of 38 expungements or .1538 percent over 1979. These expungements involved communicating with an average of five (5) criminal justice agencies for each expungement order received.

#### PURGES

During 1980, ten (10) petitions to purge criminal history record information were heard by the Commission, and all ten petitions were denied. Section 9-111.9(B), Code of Virginia, which authorized the purging of criminal history record information, was repealed by the 1980 General Assembly effective July 1, 1980.

#### AUDITS

During 1980, 49 agencies maintaining criminal history record information were audited to ensure and verify adherence to the Code of Virginia and the rules and regulations of this Commission. The agencies' criminal history records were monitored for completeness and accuracy as well as privacy and security.

Appropriate court records were reviewed in connection with these audits. The audits revealed that corrective action was necessary by 17 agencies and these agencies were advised in writing of the appropriate action or procedure to be taken to bring the records into compliance. These actions included the maintaining of dispositions, dissemination logs and affording criminal history record information the appropriate physical security.

#### FUNDING

The Criminal Justice Services Commission was funded through three types of funds—general, special and grant. Special funds were received from the Department of Commerce, whereas grant funds were obtained from the Virginia Council on Criminal Justice and the Virginia Department of Transportation Safety.

Special funds received from the Department of Commerce were in accordance with Section 54-729.30, Code of Virginia, for the purpose of administering the program Regulation of Professions and Occupations. Grants from the Council on Criminal Justice were made in the amount of \$27,030 for the period July 1, 1980, through June 30, 1981, and \$22,000 for the period of October 1, 1980, through September 30, 1981. These grants enabled the Commission to provide services to the law enforcement community which it would otherwise be unable to provide. Services provided include sponsorship of advanced/specialized training, a distribution of training materials, update of training aids and development of a computerized training records information system. The Commission was reimbursed a total of \$14,008.76 by the Virginia Department of Transportation Safety during 1980. These funds were used in performing the Job Task Analysis previously referred to in this report.

#### RESOURCES

The Commission has utilized grant funds to maintain a film library for use by all criminal justice agencies and approved training schools throughout the State. The library, which is housed and coordinated by the Virginia State Police Training School, contains approximately 375 films for use in basic, in-service and specialized training. The films, distributed free of charge to those agencies requesting them, were used approximately 2,700 times, with a viewing audience of approximately 60,000 during 1980.

The Commission also provides materials in the nature of handouts to all students attending basic, jailors, 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 Officers", "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. In addition, the Commission provides those departments which have had officers killed in the line of duty with assistance as to benefits available to survivors.

SUMMATION

Through the year 1980, the Commission has elevated the overall level of criminal justice training. Supported and aided by local, county, state and federal agencies, training has continued to be an important element in the general makeup of criminal justice personnel. In meeting its objectives and responsibilities, the Commission has furnished the impetus to provide a better individual to represent the criminal justice community and serve its citizens.

CRIMINAL JUSTICE SERVICES COMMISSION

January 1, 1980 - December 31, 1980

	<u>BASIC</u>	<u>IN-SERVICE</u>	<u>COURT SECURITY</u>	<u>JAILORS OR CUSTODIAL OFFICERS</u>	<u>JAILORS OR CUSTODIAL OFFICERS IN-SERVICE</u>	<u>NON-CUSTODIAL EMPLOYEES, DEPARTMENT OF CORRECTIONS</u>	<u>DEPARTMENT OF CORRECTIONS</u>
No. Approved Schools	22	26	6	12	13	1	1
No. Sessions	55	232	16	29	43	11	32
No. Students Entered	1353	3716	236	462	423	109	662
No. Students Satisfactory Completed	1195	3716	196	368	423	109	591
No. Students Not Satisfactorily Completing	33	0	33	80	0	0	33
No. Students Dropped Out	67	0	7	14	0	0	12

PRIVATE SECURITY

	<u>UNARMED GUARDS</u>	<u>ARMED GUARDS/ COURIERS</u>	<u>ARMORED CAR PERSONNEL</u>	<u>GUARD DOG HANDLERS</u>	<u>PRIVATE DETECTIVES/ PRIVATE INVESTIGATORS</u>
No. Approved Schools	14	33	7	3	8
No. Sessions	140	159	28	5	26
No. Students Satisfactory Completed	2305	1678	78	11	134

APPENDIX 1



APPENDIX 2

SPECIALIZED/ADVANCED TRAINING SCHOOLS  
SPONSORED OR CO-SPONSORED BY  
CRIMINAL JUSTICE SERVICES COMMISSION  
January 1, 1980 - December 31, 1980

INSTRUCTORS SCHOOL

No. Sessions 6  
No. Students Satisfactorily Completed 79

SUPERVISORS SCHOOL

No. Sessions 1  
No. Students Satisfactorily Completed 29

DEFENSIVE TACTICS INSTRUCTORS SCHOOL

No. Sessions 2  
No. Students Satisfactorily Completed 36

SEX CRIMES INVESTIGATION SCHOOL

No. Sessions 2  
No. Students Satisfactorily Completed 69

LEGAL INSTRUCTORS SCHOOL

No. Sessions 1  
No. Students Satisfactorily Completed 17

FIREARMS INSTRUCTORS SCHOOL

No. Sessions 2  
No. Students Satisfactorily Completed 58

CRIMINAL HISTORY RECORD INFORMATION CLASS

No. Sessions 8  
No. Students Satisfactorily Completed 315

FIREARMS RETRAINING

No. Sessions 1  
No. Students Satisfactorily Completed 38

TRAINING DIRECTORS CONFERENCE

No. Sessions 1  
No. Students Satisfactorily Completed 31

EXECUTIVE DEVELOPMENT PROGRAM

No. Sessions 1  
No. Students Satisfactorily Completed 11

**END**