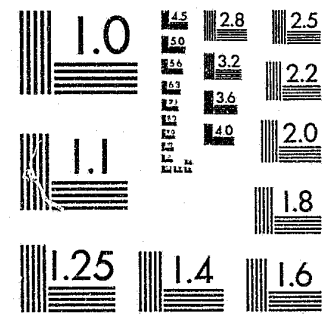


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COMMONWEALTH OF VIRGINIA
CRIMINAL JUSTICE SERVICES BOARD

Rules Relating
to
COMPULSORY MINIMUM TRAINING STANDARDS
FOR
LAW ENFORCEMENT OFFICERS

Pursuant to the provisions of Section 9-170(1) of the Code of Virginia (1950), as amended, the Department of Criminal Justice Services hereby promulgates the following rules for compulsory minimum training standards for full-time law enforcement officers as defined by Section 9-169(9) of the Code of Virginia (1950), as amended.

1.0 Definitions:

- A. "Board" means the Criminal Justice Services Board.
- B. "Department" means the Department of Criminal Justice Services.
- C. "Director" means the chief administrative officer of the Department.
- D. "Approved Training School" means a training school which provides instruction of at least the minimum training standards mandated by the Department and has been approved by the Department for the specific purpose of training criminal justice personnel.
- E. "School Director" means the chief administrative officer of an approved training school.
- F. "Agency Administrator" means any chief of police, sheriff or agency head of a state or local law enforcement agency.

2.0 Compulsory Minimum Training Standards:

Pursuant to the provisions of Section 9-170(2) of the Code of Virginia (1950), as amended, the Department establishes the following as the compulsory minimum training standards for full-time law enforcement officers as defined by Section 9-169(9) of the Code of Virginia (1950), as amended:

I. Core curriculum for all law enforcement officers:

The performance objectives constituting the core and sub-core curricula are detailed in the document entitled "Performance Based Training and Testing Objectives for Compulsory Minimum Training for Law Enforcement Officers" (June 1983).

- 1.0 The Role of Law Enforcement - Performance Objectives 1.1 through 1.4.
- 2.0 Law Enforcement Within the Criminal Justice System Performance Objectives 2.1 through 2.4.
- 3.0 Law Enforcement As a Profession - Performance Objectives 3.1 through 3.6.
- 4.0 Protection of Life - Performance Objectives 4.1 through 4.12.1.2 (See also firearms course descriptions).
- 5.0 Vehicle Operations - Performance Objectives 5.1 through 5.6.
- 6.0 Communication - Performance Objectives 6.1 through 6.5.7
- 7.0 Interview and Interrogation Techniques - Performance Objectives 7.1 through 7.3.2
- 8.0 Arrest Procedures and Techniques - Performance Objectives 8.1 through 8.7
- 9.0 Patrol Techniques - Performance Objectives 9.1 through 9.26.2
- 10.0 Search, Seizure and Evidence - Performance Objectives 10.1 through 10.5.8
- 11.0 Basic Law - Performance Objectives 11.1 through 11.19.5
- 12.0 Criminal Investigation - Performance Objectives 12.1 through 12.14.3
- 13.0 Enforcement of Narcotics and Dangerous Drug Laws - Performance Objectives 13.1 through 13.2.11
- 14.0 Handling Juvenile Matters - Performance Objectives 14.1 through 14.2.5
- 15.0 Traffic Control and Enforcement - Performance Objectives 15.1 through 15.12.1
- 16.0 Custody Procedures - Performance Objectives 16.1 through 16.4
- 17.0 Crime Information and Communication Systems - Performance Objectives 17.1 through 17.4
- 18.0 Surveillance Techniques - Performance Objectives 18.1 through 18.3

II. General Sub-Core Curriculum (Excluding Virginia State Police)

- 19.0 Court System - Performance Objectives 19.1 through 19.8
- 20.0 Crime Prevention - Performance Objectives 20.1 through 20.6

TOTAL CORE CURRICULUM HOURS	312
TOTAL GENERAL SUB-CORE CURRICULUM HOURS	3
TOTAL	315

III. Field Training

A. Field training will include 60 hours of local training with selected experienced law enforcement officers. All departments or agencies will follow the format as set forth below in Section B. Field training must be completed and the appropriate form forwarded to the Department no later than 120 days after completion of the basic school.

B. Training - Local

1. Departmental Policies, Rules and Regulations
2. Departmental Procedures
 - (a) Reports and Communications
 - (b) Operations of Department
3. Liaison with Commonwealth's Attorney, Judge, and Other Criminal Justice Agencies (Federal, State and Local)
4. Local Ordinances
5. Operation of Departmental and/or Law Enforcement Vehicle
6. Familiarization and Execution of Legal Documents
7. Familiarization of Territory and Facilities
8. Familiarization with Magistrates and Courts
9. Administrative Handling of Mental Cases
10. Local Juvenile Procedures
11. Structure of Local Government
12. Detention Facility and Booking Procedures

3.0 Applicability:

A. Every person employed as a full-time law enforcement officer, as defined by Section 9-169(9) of the Code of Virginia (1950), as amended, subsequent to July 1, 1971, must meet

compulsory minimum training standards herein established unless provided otherwise in accordance with Section 3.0, B.

B. The Director may grant a waiver or partial waiver of the compulsory minimum training standards set forth in Section 2.0 to a law enforcement officer of any political subdivision of the Commonwealth, who has had previous experience and training as a law enforcement officer.

C. Any person not employed as a full-time law enforcement officer on July 1, 1971, who remains out of law enforcement for a period of time in excess of 24 months, upon reappointment as a full-time law enforcement officer, will be required to comply with the compulsory minimum training standards unless provided otherwise in accordance with Section 3.0, B, above.

4.0 Time Requirement for Completion of Trainings:

A. Every law enforcement officer who is required to comply with the compulsory minimum training standards must satisfactorily complete such training within 12 months of the date of appointment as a law enforcement officer.

B. The Director may grant an extension of the time limit for completion of the minimum training 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, or special duty assignment required and performed in the public interest. The agency administrator must request such extension prior to expiration of any time limit.

5.0 How Compulsory Minimum Training Standards May Be Attained:

A. The compulsory minimum training standards shall be attained by attending and satisfactorily completing an approved training school.

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

C. All approved training schools which begin on or after July 1, 1984, shall be conducted in conformance with the Rules Relating to Compulsory Minimum Training Standards for Law Enforcement Officers as amended by the Board on July 6, 1983. However, the period July 6, 1983, through June 30, 1984, shall serve as a transition period wherein training schools may be

approved by the Department to conduct training according to the Rules Relating to Compulsory Minimum Training Standards for Law Enforcement Officers as amended by the Board on November 10, 1982, or according to the Rules Relating to Compulsory Minimum Training Standards for Law Enforcement Officers as amended by the Board on July 6, 1983. Every law enforcement officer satisfactorily completing training approved by the Department under the Rules as amended on November 10, 1982, or under the Rules amended on July 6, 1983, shall be deemed to have complied with the compulsory minimum training standards for law enforcement officers.

6.0 Approved Training Schools:

A. Law enforcement officers training schools must be approved by the Department prior to the first scheduled class. Approval is requested by making application to the Director on forms provided by the Department. The Director may approve those schools which on the basis of curricula, instructors, facilities, and examinations, provide the required minimum training. One application for all mandated training shall be submitted prior to the beginning of each fiscal year. A curriculum listing the performance objectives by number, the instructors, dates and times for the entire proposed training session shall be submitted to the Department 30 days prior to the beginning of each such proposed session. An exemption to the 30 day requirement may be granted for good cause shown by the school director.

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

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

D. The Director may suspend the approval of an approved training school upon written notice, which shall contain the reason(s) upon which the suspension is based, to the school's director. The school's director may request a hearing before the Board. The request shall be in writing and must be received by the Department within 15 days of the date of the notice of suspension.

E. The Director may revoke the approval of any approved training school upon written notice, which shall contain the reason(s) upon which the revocation is based, to the school's

director. The school's director may request a hearing before the Board. The request shall be in writing and must be received by the Department within 15 days of the date of the notice of revocation.

7.0 Grading:

A. Each officer shall comply with the requirements of all the performance objectives set forth in Section 2.0 and the document entitled "Performance Based Training and Testing Objectives for Compulsory Minimum Training for Law Enforcement Officers" (June 1983). All approved training schools shall utilize testing procedures which indicate that every officer, prior to satisfactory completion of the training school, has met the requirements set forth in each performance objective specified in the document entitled "Performance Based Training and Testing Objectives for Compulsory Minimum Training for Law Enforcement Officers" (June 1983). An officer may be tested and re-tested as may be necessary within the time limits of Section 4.0 of these rules and in accordance with each 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, including field training.

B. Approved law enforcement training schools 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 Section 42.1-76 through 42.1-91, Code of Virginia (1950), as amended.

C. The school director shall complete a grade report on each officer on forms approved by the Department.

D. The following firearms training will be required for each officer attending an approved school:

1. Nomenclature and care of service revolver
2. Safety (on the firearms range, on duty and off duty)
3. Legal responsibilities and liabilities of firearms
4. Service revolver (handling, firing principles)
5. Dry firing and application of basic shooting principles
6. Prequalification shooting (150 rounds, minimum)
7. Virginia Modified Double Action Course (70% minimum qualification required)
8. Qualification (70% minimum required) on one of the following record courses:
 - a. Modified Tactical Revolver Course
 - b. Modified Practical Pistol Course

- c. Virginia Modified Combat Course I
- d. Virginia Modified Combat Course II
9. Familiarization with the police shotgun (20 rounds required - shoulder and hip position)

8.0 Failure to Comply with Rules and Regulations:

Law enforcement officers attending approved training schools shall comply with the rules and regulations promulgated by the Department and any other rules and regulations within the authority of the school director. The school director shall be responsible for enforcement of all rules and regulations established to govern the conduct of attendees. If the school director considers a violation of the rules and regulations detrimental to the welfare of the school, the school director may expel the officer from the school. Notification of such action shall immediately be reported, in writing, to the agency administrator of the officer and the Director.

9.0 Administrative Requirements:

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

B. The agency administrator shall within 120 days forward a properly executed field training form to the Department for each officer.

C. The school director shall, within thirty (30) days upon completion of an approved training school, comply with the following:

1. Prepare a grade report on each officer maintaining the original for the academy records and forwarding a copy to the agency administrator of the officer.
2. Submit to the Department a roster containing the names of those officers who have satisfactorily completed all training requirements and if applicable, a revised curriculum for the training session.

D. The school director shall furnish each instructor with the applicable performance objectives for assigned subject matter.

10.0 Effective Dates

These rules shall be effective on and after July 6, 1983, and until amended or rescinded.

11.0 Adopted:

April 28, 1971

Amended:

July 6, 1983

Ernest F. Giles

VICE CHAIRMAN

END