

Chapter 270. Regulations Relating to Campus Security Officers

6VAC20-270-30. Compulsory minimum entry-level training and certification standards.

A. In addition to meeting all the hiring requirements of the employing college, university, or private security services business supplying campus security services to the college or university, all campus security officers are required to meet the following compulsory minimum entry-level training and certification standards. Such person shall:

1. Be a United States citizen or legal resident eligible under United States law for employment in the United States.
2. Undergo a background investigation to include a criminal history inquiry. Results of such inquiries shall be examined by the employer.
3. Possess a high school diploma, General Education Diploma (GED), or other accepted secondary school credential.
4. Be a minimum of 18 years of age.
5. Possess a valid driver's license issued by his state of residence if required by the duties of office to operate a motor vehicle.
6. Successfully complete first aid training as determined by the employing college or university. The level and substance of such training shall be at the discretion of the employing college or university.
7. Complete the online course ~~Introduction to Incident Command System for Higher Education (IS-100.HE)~~ [Introduction to the Incident Command System \(IS-100.C\)](#) provided by the Emergency Management Institute at the Federal Emergency Management Agency (FEMA).
8. Comply with compulsory minimum entry-level training standards approved by the department.

~~a. Every campus security officer hired before January 31, 2011, is required to comply with the compulsory minimum entry-level training standards within 365 days of the effective date of this regulation. Every campus security officer hired on or after January 31, 2011, is required to comply with the compulsory minimum entry-level training standards within 180 days of the date of hire.~~

~~b.~~ a. The compulsory minimum entry-level training standard shall consist of modules of content developed and approved by the department. Such training shall include but not be limited to:

- (1) The role and responsibility of campus security officers;
- (2) Relevant state and federal laws;
- (3) School and personal liability issues;
- (4) Security awareness in the campus environment;

- (5) Mediation and conflict resolution;
- (6) Disaster and emergency response; and
- (7) Behavioral dynamics.

€ b. The compulsory minimum entry-level training standard shall include a test for each module approved and provided by the department with a minimum passing grade of 70% on each module. Any officer not receiving a minimum grade of 70% on each module shall, at the discretion of the approved instructor, be given remedial training and thereafter the opportunity to be tested again on the questions incorrectly answered on the first attempt. If this option is utilized, the initial test score shall be recorded with an asterisk followed by the signature of the approved instructor who provided the remedial training. The approved instructor's signature shall be accepted as verification that the officer successfully answered enough of the questions missed on the initial test to achieve a passing score of 70%. A second unsuccessful test, subsequent to remedial training, shall result in a grade of "FAIL" after which the officer may, at the discretion of the employing college, university, or PSS business be enrolled in future training for the failed module.

9. Submit to the department a properly completed and signed application for certification from the employing college, university, or PSS business in a format provided by the department.

B. All costs associated with meeting the certification requirements are the responsibility of the employer.

C. The department may grant an extension of the time limit for completion of the compulsory minimum entry-level training and certification standards under the following documented conditions:

- 1. Illness or injury;
- 2. Military service;
- 3. Special duty required and performed in the public interest;
- 4. Administrative leave, full-time educational leave, or suspension pending investigation or adjudication of a crime; or
- 5. Any other reasonable situation documented by the employing college, university, or PSS business.

6VAC20-270-40. Certification procedures.

A. The department will notify the applicant for campus security officer certification and the designated campus security point of contact for the employing college, university, or PSS business that the campus security officer is certified in accordance with this chapter after the following conditions are met:

1. Notification to the department by the designated campus security point of contact that the applicant for campus security officer certification has successfully met the following compulsory minimum entry-level training and certification standards:

- a. The total of modules that comprise the compulsory minimum entry-level training as required by this chapter;
- b. Complete background investigation as required by this chapter;
- c. First-aid training consistent with the standard set by the employing college or university; and
- d. Completion of the online course ~~Introduction to Incident Command System for Higher Education (IS-100.HE)~~ [Introduction to the Incident Command System \(IS-100.C\)](#) as provided by the Emergency Management Institute at the Federal Emergency Management Agency (FEMA) ~~and as indicated by the department.~~

2. Receipt by the department of application for certification signed by the designated point of contact for the employing college, university, or PSS business.

B. If a campus security officer seeking certification is denied by the department, the department will notify the designated campus security point of contact for the employing college, university, or PSS business and the applicant in writing, outlining the basis for the denial and the process for appeal of the decision to deny.

C. The department shall maintain a current database of certified campus security officers as well as relevant training records.

D. Certification shall be for a period not to exceed 24 months.

~~6VAC20-270-70. Educational requirement waiver for experienced officers.~~

~~Subject to the approval of the department, an educational requirement waiver may be obtained for campus security officers who have been continuously employed in that capacity at a college, university, or PSS business under contract to a college or university for a minimum of five years prior to January 31, 2011.~~

6VAC20-270-110. Instructor approval.

A. The department may approve instructors to deliver the compulsory minimum entry-level training for campus security officers and may revoke such approval for cause.

B. Each person applying for instructor approval shall:

1. Submit an instructor application, signed by the designated point of contact of the employing college, university, PSS business, or private security services training school on the form prescribed by the department;

2. Have a high school diploma or equivalent (GED) or have passed the National External Diploma Program;

3. Have a minimum of:

a. Two years of management or supervisory experience as a campus security officer or supervisory experience with any federal, state, county, or municipal law-enforcement agency in a related field; or

b. Three years of general experience as a campus security officer or with a federal, state, or local law-enforcement agency in a related field; and

4. One year experience and demonstrated success as an instructor or teacher in an accredited educational institution or law-enforcement or security agency.

C. Each person applying for instructor approval shall file with the department a properly completed application provided by the department. The department maintains the right to require additional documentation of instructor qualifications.

D. The department will evaluate qualifications based upon the justification provided.

E. Upon completion of the instructor application requirements, the department may approve the instructor for an indefinite period. All new instructors shall attend a DCJS sponsored Campus Security Officer Basic course prior to teaching their first course.

F. Each instructor shall conduct himself in a professional manner and the department may revoke instructor approval for cause.

G. The department has the authority to accept a waiver application with supporting documentation demonstrating related training or experience that meets or exceeds standards established by the department within the three years immediately preceding the date of the instructor application.

6VAC20-270-120. Instructor standards of conduct.

A. An instructor shall:

1. Conform to all requirements pursuant to the Code of Virginia and this chapter;

2. Maintain a current mailing address, phone number, and email address with the department. Written notification of any address, phone number, or email change shall be received by the department no later than 30 days after the effective date of the change;

3. Inform the department in writing within 72 hours or the beginning of the next work day, whichever comes first, after an arrest for any felony or misdemeanor;

4. Inform the department in writing within 72 hours or the beginning of the next work day, whichever comes first, after having been convicted of any felony or misdemeanor;

5. Inform the department in writing within 10 days after having been found guilty by any court or administrative body of competent jurisdiction to have violated the statutes or regulations of that jurisdiction;
6. Conduct compulsory minimum entry-level trainings pursuant to requirements established in this chapter;
7. Notify the department within 10 calendar days following termination of employment; and
8. Be professional in conduct.

6VAC20-270-130. Instructor administrative requirements.

A. Campus security officer instructors shall ensure that compulsory minimum entry-level trainings are conducted in accordance with requirements established in this chapter. Adherence to the administrative requirements, attendance, and standards of conduct are the responsibility of the instructor.

B. Administrative requirements.

1. An approved instructor must submit a notification to conduct a compulsory minimum entry-level training in a manner approved by the department. All notifications shall be received by the department no less than 30 calendar days before the beginning of each compulsory minimum entry-level. The department may waive the 30-day notification at its discretion.
2. The instructor must submit notification of any changes to the date, time, location, or cancellation of a future training to the department. This notice must be received by the department at least 24 hours in advance of the scheduled starting time of the training. In the event that a session must be cancelled on the scheduled date, the department must be notified as soon as practical.
3. A test approved by the department shall be administered at the conclusion of each module of the compulsory minimum entry-level training. The student must attain a grade of 70% on each module. All test documents must be returned to the department with an accompanying training roster in a manner approved by the department.
4. The instructor shall submit ~~tests~~ **test scores** and training rosters to the department. These shall be received by the department within seven calendar days, or if mailed, postmarked no later than five business days following the training completion date.
5. Instructors will conduct trainings utilizing the curriculum developed or approved by the department, including, at a minimum, any compulsory minimum entry-level trainings modules established pursuant to this chapter. Instructors must maintain accurate and current information on relevant laws and make necessary changes to the curriculum. It is the instructor's responsibility to assure they have the most recent curriculum supplied or approved by the department.
6. The instructor shall permit the department to inspect and observe any training.

7. Compulsory minimum entry-level trainings conducted not in accordance with the Code of Virginia and this chapter are invalid.

C. Attendance.

1. Campus security officers enrolled in an approved training are required to be present for the modules required for each training.
2. Tardiness and absenteeism will not be permitted. Individuals violating these provisions will be required to make up any training missed. Such training must be completed by the certification process deadline and cannot be used to extend that deadline. Individuals not completing the compulsory minimum entry-level training within this period may not be certified or recertified and may be required to complete the entire training.
3. Each individual attending an approved training shall comply with the regulations promulgated by the department and any other rules applicable to the training. If the instructor considers a violation of the rules detrimental to the training of other students or to involve cheating on tests, the instructor may expel the individual from the training. The instructor shall immediately report such action to the designated campus security point of contact for the employing college, university, PSS business, or private security services training school and the department.

FORMS (6VAC20-270)

Campus Security Officer Certification, [CSO-1 \(rev. 09/2024\)](#)

Campus Security Officer Training Class Request, [CSO-2 \(rev. 09/2024\)](#)

Campus Security Officer Recertification, [CSO-3 \(rev. 09/2024\)](#)

Campus Security Officer Certification Program Extension, [CSO-4 \(rev. 09/2024\)](#)

Campus Security Officer Instructor Application, [CSO-5 \(rev. 09/2024\)](#)

Campus Security Officer Request for Waiver of Instructor Qualifications, [CSO-6 \(rev. 09/2024\)](#)

Campus Security Officer Basic Training Roster, [CSO-7 \(rev. 09/2024\)](#)

~~Campus Security Officer Educational Requirement Waiver Application (1/13).~~

Campus Security Officer Partial In-Service Credit Course Approval, [CSO-8 \(rev. 09/2024\)](#)

~~Campus Security Officer Certification: Classroom Testing Standard Operating Procedure (1/13).~~

