

**CAMPUS SECURITY OFFICER TRAINING
PARTIAL IN-SERVICE CREDIT
JAN 2011**

**VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
OFFICE OF CAMPUS SECURITY
POLICY GUIDELINES FOR ISSUANCE OF PARTIAL IN-SERVICE CREDIT**

I. Course Eligibility

- A. It is the intent of the Virginia Department of Criminal Justice Services (DCJS) to recognize and encourage quality training.
- B. To carry out state-mandated regulations (6 VAC 20-270) pertaining to the in-service credit/recertification of all campus security personnel within the Commonwealth's colleges/universities, DCJS will consider requests from course sponsors (colleges/universities/private security companies and private sponsors) to have campus safety/security-related training courses declared eligible for Campus Security Officer Partial In-Service Credit (CSO PIC).
- C. The Department may approve training courses offered by colleges/universities/private security companies or other private sponsors as meeting the requirements to receive CSO PIC. In addition, DCJS, from time to time and where practicable, may also offer courses for purposes of partial in-service credit.

II. Protocol

A. Course Requests.

- 1. The course sponsor may request CSO Partial In-Service Credit Course Eligibility. Requests must be submitted at least thirty (30) days prior to the training session, unless an extraordinary circumstance requires and allows for prior approval in a period less than 30-days.
- 2. All documentation relative to the request must be complete and all required attachments included. Required documentation includes, but is not limited to, a course agenda and instructor biographical information.
- 3. Upon approval, partial in-service credit will be valid until December 31 of the calendar year in which the application is approved or until a change is made in the course curriculum content, whichever is sooner.

B. Course Administrative Requirements.

- 1. The course sponsor must agree to verify attendance for the entire course for any student requesting credit.

2. The course sponsor must agree to maintain a file containing student names, attendance sheets and course curriculum. Files must be maintained for a period of three years from the ending date of the course.
3. The course sponsor must agree to provide students requesting credit with a form certifying attendance at the training course. Upon course approval, form CSPIC is available from DCJS.
4. The course sponsor must agree to have both the training sessions and related files open for inspection by DCJS representatives.

III. Individual Request Protocol

A. Course Requests.

1. Individuals may make requests for CSO PIC. It is the intent of DCJS to consider individual requests for CSO PIC for attendance at campus safety/security-related training programs conducted by training professionals other than DCJS/colleges/universities/security companies. Approval of CSO PIC shall be considered in accordance with the provisions of the rules, based upon a review of the course content.
2. It is recommended that requests for CSO PIC be submitted prior to attendance at any training program. (By obtaining prior approval, most problems are eliminated and necessary signatures and information can be obtained while on site at the training session.) For purposes of validated prior DCJS-approval, a request should be submitted 30 days in advance.
3. All requests must be complete and all required attachments included. Required documentation may include, but is not limited to, a course agenda, instructor biographical information, and copy of curriculum/course content.

B. Criteria for approval.

1. Potential in-service training courses will be subject to the review and satisfactory approval of DCJS representatives.
2. In-service credit will not be approved for any program that is not relevant to safety and security within the college campus environment.
3. No training will be assigned greater than 16 hours of credit (that necessary for a two-year re-certification).

C. Course Administrative Requirements.

1. The individual will provide satisfactory supporting documentation of course attendance to the Contact Person/employer, in addition to the DCJS course approval notice (form CSPIC).
2. The course sponsor must maintain a file containing the student name and course curriculum for a period of three years from the ending date of the course.
3. The course sponsor must agree to have this file open for inspection by DCJS representatives.

IV. Conferences/Conventions

- A. Requests for approval of conference/convention CSO PIC must be received by DCJS prior to the commencement of the conference/convention.
- B. DCJS shall routinely provide partial in-service credit for the Virginia School & Campus Safety Training Forum.
- C. Conferences/conventions other than the Virginia School & Campus Safety Training Forum shall be considered on a case-by-case basis. The criteria shall follow that as indicated above for individual course requests.

V. Course Outcome

By way of submission of a completed form CSPIC, the Designated Contact Person authorizes the Virginia Department of Criminal Justice Services to accept the information contained within this document as training received toward Campus Security Officer partial in-service credit (re-certification).