

# CRIME PREVENTION SPECIALIST

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**REGULATIONS 6VAC 20-180-10-60**



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**CRIMINAL JUSTICE SERVICES BOARD  
DEPARTMENT OF CRIMINAL JUSTICE SERVICES**

## **ACKNOWLEDGEMENTS**

This publication was developed by the Virginia Department  
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## TABLE OF CONTENTS

Introduction .....	2
Regulations.....	3
Crime Prevention Specialist Requirements.....	4
Definitions.....	5
Duties.....	6
Eligibility.....	7
Certification Requirements .....	8
Recertification .....	10
Decertification .....	11
The Crime Prevention Center .....	12
Certification Application .....	Form A
Re-Certification Application .....	Form B



## INTRODUCTION

For many years criminal justice professionals have recognized the importance of crime prevention efforts in their communities. Many agencies have highly trained and motivated persons who have worked cooperatively with their communities to educate and enlist their support to make their communities safer. As additional agencies begin or expand community-oriented policing programs, the role of the crime prevention specialist becomes more important.

As knowledge about how to prevent crime has grown and become more complex, crime prevention practitioners have been asked to participate in an ever increasing number of training opportunities just to stay on the cutting edge of the field. Many of them have assumed much larger roles in their individual departments and have moved beyond the provision of basic crime prevention services. The Department of Criminal Justice Services (DCJS) recognized that many crime prevention practitioners have reached a new level of professional development. Toward this end, DCJS, with assistance from crime prevention practitioners across the Commonwealth of Virginia, created a certification program designed to help professionalize the field of crime prevention.



## REGULATIONS

In 1994, DCJS, in accordance with §9-170, 9-173.14 and §9-173.15 of the *Code of Virginia*, promulgated regulations to determine the eligibility of crime prevention practitioners interested in receiving the designation of Crime Prevention Specialist. In 2004, this legislation was amended to §9.1-161 and §9.1-162 to include any local, state, or federal government agency or college or university employee who serves in a law-enforcement, crime prevention, or criminal justice capacity to be trained and certified as a crime prevention specialist. The purpose of the regulations is to provide guidance on the minimum qualifications required for law enforcement, crime prevention, or criminal justice agency employees to be designated crime prevention specialists and to increase the credibility and professionalism of personnel performing crime prevention duties. Although DCJS encourages crime prevention practitioners to seek this designation, the regulations do not preclude these agencies from assigning crime prevention tasks to individuals who do not meet the certification criteria.



## **CRIME PREVENTION SPECIALIST REQUIREMENTS**

*Individuals interested in obtaining the Crime Prevention Specialist designation are required to present documentation that they have:*

1. Received 120 hours of basic and advanced crime prevention training
2. Received certification as a general law-enforcement instructor or have completed a similar instructor development course approved by the department (DCJS)
3. At least three years experience in a criminal justice agency/law enforcement agency
4. At least one year of experience in providing crime prevention services

***NOTE: Recertification is required every three years.***



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## DEFINITIONS

Pursuant to the provisions of §9.1-161 and §9.1-162 of the *Code of Virginia*, the Criminal Justice Services Board hereby establishes the following Rules Relating to the Certification of Crime Prevention Specialists.

*The words and terms, when used in these regulations, shall have the following meaning, unless the context clearly indicates otherwise.*

**Agency administrator** means the chief executive of any local, state, or federal government agency or college or university police department.

**Crime prevention services** means providing for the anticipation, recognition, and appraisal of a crime risk and the initiation of an activity to remove or reduce the opportunity for crime.

**Department** means the Department of Criminal Justice Services.

**Employee** means any sworn or civilian individual, including auxiliaries, employed by any local, state, or federal government agency or college or university police department.

**General Law Enforcement Instructor** means an individual who has complied with all of the applicable standards for certification or recertification, whichever applies, contained in 6VAC 20-80 (§), and is eligible to instruct, teach or lecture approved or mandated training.

**Local, State, or Federal Government Agency** means any political unit or identifiable subunit through which an individual or body that governs, exercises its authority, performs its functions, and which has as its principal duty or duties the administration of public policy.



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## DUTIES

### *The duties of a crime prevention specialist are:*

- ▲ To provide citizens within his/her jurisdiction information concerning personal safety and the security of property, and other matters relating to the reduction of criminal opportunity.
- ▲ To provide business establishments within his/her jurisdiction information concerning business and employee security, and other matters relating to the reduction of criminal activity, including but not limited to, internal and external theft, environmental design, and computer security.
- ▲ To provide citizens or businesses within his/her jurisdiction assistance in forming and maintaining neighborhood or business watch groups or other community-based crime prevention programs.
- ▲ To provide assistance to other units of government within his/her jurisdiction in developing plans and procedures related to the reduction of criminal activity in government and the community.
- ▲ To promote the reduction and prevention of crime within his/her jurisdiction and the Commonwealth of Virginia.



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## **ELIGIBILITY**

Any employee (sworn, non-sworn, or volunteer) of a local, state or federal government agency who serves in a law enforcement, crime prevention, or criminal justice capacity, is eligible to be trained and certified as a crime prevention specialist.

The agency administrator of any local, state, or federal government agency or college or university may designate one or more employees from their department or office, who serves in a law enforcement, crime prevention, or criminal justice capacity, to be trained and certified as a crime prevention specialist. An agency administrator or a designee shall recommend applicants for recertification. Application shall be made on the Crime Prevention Specialist Certification Application – Form A.

All crime prevention specialist applicants shall be approved only upon recommendation of a law enforcement agency having jurisdiction where the crime prevention specialist shall serve.

These regulations do not limit or prohibit the chief executive of any local, state, or federal government agency from assigning personnel to crime prevention tasks who are not certified as crime prevention specialists.



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## CERTIFICATION REQUIREMENTS

*The following requirements must be met to be certified as a crime prevention specialist. The applicant shall have:*

1. Been certified as a general law-enforcement instructor within the past five years, or successfully completed a comparable instructor development course approved by the department.
2. Received 40 hours of approved introductory crime prevention training. Completion of the following compulsory minimum training topics is required for designation as a crime prevention specialist.
  - ▲ Theory and Practice of Crime Prevention
  - ▲ Neighborhood Watch
  - ▲ Home and Business Security
  - ▲ Security Liability
  - ▲ Security Hardware (locks, lighting and alarms)
  - ▲ Personal Safety
  - ▲ Crime Prevention Through Environmental Design (CPTED)
  - ▲ Security Assessments
3. Received 80 hours of additional crime prevention training within the past five years of the date of application. This additional training must address at least four of any of the following topics.
  - ▲ Crime Prevention Through Environmental Design (CPTED)
  - ▲ Community Policing
  - ▲ Crime Analysis
  - ▲ School Safety and Security
  - ▲ Security Lighting
  - ▲ Computer Security
  - ▲ Managing Volunteers
  - ▲ Grant and Proposal Writing
  - ▲ Legislation, Ordinance and Regulation Development
  - ▲ Prevention of Youth Violence
  - ▲ Prevention of Family Violence



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## CERTIFICATION REQUIREMENTS (CONTINUED)

- ▲ Drug Abuse Prevention
  - ▲ Public Speaking
  - ▲ Media Relations
  - ▲ Homeland Security/  
Terrorism Prevention
  - ▲ White Collar Crime
  - ▲ Identity Theft
  - ▲ Victim Witness Services
  - ▲ Crime Prevention for  
Seniors
  - ▲ Code Enforcement/  
Nuisance Abatement
  - ▲ Other topics approved by  
the department
4. At least three years experience in a law enforcement, crime prevention, or criminal justice agency.
5. At least one year experience, within the past five years of the date of application, in providing crime prevention services. Such experience shall have included:
- ▲ Developing and maintaining Neighborhood or Business Watch groups.
  - ▲ Conducting security assessments of homes and business.
  - ▲ Making public presentations on home or business security and personal safety.
  - ▲ Distributing crime prevention information to the public.
  - ▲ Other experience approved by the department.

***The department retains the right to waive all or part of the prescribed training requirements when relevant crime prevention certifications awarded by recognized criminal justice or security organizations or by other state criminal justice agencies are provided.***



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## RECERTIFICATION

***Recertification is required every three years.***

The agency administrator or his designee shall recommend applicants for recertification. Application shall be made on the Crime Prevention Specialist Recertification Application – Form B.

Applicants for recertification must complete 40 hours of additional crime prevention training since initial designation as a crime prevention specialist. This additional training must address at least two of the following topics.

- ▲ Crime Prevention Through Environmental Design (CPTED)
- ▲ Community Policing
- ▲ Crime Analysis
- ▲ School Safety and Security
- ▲ Security Lighting
- ▲ Computer Security
- ▲ Managing Volunteers
- ▲ Grant and Proposal Writing
- ▲ Legislation, Ordinance and Regulation Development
- ▲ Prevention of Youth Violence
- ▲ Prevention of Family Violence
- ▲ Drug Abuse Prevention
- ▲ Public Speaking
- ▲ Media Relations
- ▲ Homeland Security/Terrorism Prevention
- ▲ White Collar Crime
- ▲ Identity Theft
- ▲ Victim Witness Services
- ▲ Crime Prevention for Seniors
- ▲ Code Enforcement/Nuisance Abatement
- ▲ Other topics approved by the department

Individuals whose certification expires shall comply with the requirements set forth in Certification Requirements and meet any certification requirements in effect at that time.



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## RECERTIFICATION (CONTINUED)

The department retains the right to grant an extension of the recertification time limit and requirements under the following conditions:

- ▲ Illness and/or injury
- ▲ Military service
- ▲ Special duty required and performed in the public interest
- ▲ Leave without pay or suspension pending investigation or adjudication of a crime
- ▲ Any other reason documented by the agency administrator

***Requests for extensions of the time limit must be requested prior to certification expiration.***

## DECERTIFICATION

The Department of Criminal Justice Services may revoke crime prevention specialist certification any time based on misrepresentation of qualification or conviction of a crime.

When the holder of a crime prevention specialist certification is no longer employed by (or volunteering for) a local, state, or federal government agency (or a college or university) in a law enforcement, crime prevention, or criminal justice capacity, the certification is no longer valid.



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## **THE CRIME PREVENTION CENTER**

The Department of Criminal Justice Services Crime Prevention Center is currently accepting applications from individuals seeking the Crime Prevention Specialist designation.

***If you have questions about the regulations please contact the Crime Prevention Center at (804) 786-5664.***



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