

Virginia Department of Criminal Justice Services

Compulsory Minimum Training Standards and Requirements

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This document contains the Virginia Department of Criminal Justice Services compulsory minimum training standards and requirements for criminal justice training academies and is a document incorporated by reference. This document incorporated by reference is associated with 6VAC20-90 *Rules Relating to Criminal Justice Training Academies*.

A regulation is a general rule governing people's rights or conduct that is promulgated by a state agency and has the force of law. Agencies promulgate regulations in order to administer and enforce specific state laws and to implement general agency objectives. A document incorporated by reference is an enforceable part of a regulation and has the force of law.

Chapter 1: Terms and Definitions

Academy director - See [6VAC20-90-10](#)

Agency administrator – See [6VAC20-90-10](#)

Apprenticeship - See [6VAC20-80-10](#)

Approved training - See [6VAC20-90-10](#)

Board - See [6VAC20-90-10](#)

Certified criminal justice training academy - See [6VAC20-90-10](#)

Compulsory minimum training standards - See [6VAC20-90-10](#)

Criteria - Those items covered during the training on which the person will be tested for successful achievement.

Demonstrate - The selection and application of general rules, procedures, and methods for specific situations through written, oral, or physical means.

Department - See [6VAC20-90-10](#)

Director - See [6VAC20-90-10](#)

Evaluate – To make judgments about the value of information (both obvious and obscure), dates, materials, results, or methods and demonstrate this through written, oral, or physical means.

External training location - See [6VAC20-90-10](#)

Field Training Objectives - Statements related to tasks or elements of tasks that must be accomplished during field training at the employing agency.

Identify – The indication of understanding of facts or combination of facts, basic concepts, principles or theories through written, oral, or physical means.

Instructional staff - See [6VAC20-80-10](#)

Instructor - See [6VAC20-80-10](#)

Lesson Plan Guide – The information related to the content of training that shall be included in the detailed lesson plan for the particular topic.

Mandated training - See [6VAC20-90-10](#)

Oral exercise - An exercise by which the trainee is tested and must demonstrate the knowledge related to a task or set of tasks using verbal skills to the satisfaction of the instructor.

Performance Outcome - Knowledge and behavior that a person is expected to be able to demonstrate as a result of training; the performance of a task or set of tasks that may be expected as a result of training.

Physical exercise - An exercise by which the trainee is tested and must demonstrate the physical skill or skills needed to perform a task or set of tasks to the satisfaction of the instructor or to reach a specified score.

Practical exercise - An exercise using any combination of oral, physical, or written components that is designed to have the trainee demonstrate a task or set of tasks to the satisfaction of the instructor or to reach a specified score.

Regional criminal justice academy - See § [15.2-1747](#) of the *Code of Virginia*

Satellite facility - See [6VAC20-90-10](#)

Standard - A level of attainment regarded as a measure of adequacy.

Test - An oral, physical or written exercise by which the trainee is measured for satisfactory completion of an objective.

Training Objective - The statement(s) briefly describing what the person should be able to identify or demonstrate related to a desired outcome.

Written exercise - any generally recognized written method for testing knowledge or writing skills acquired by a trainee during training. These include but are not limited to the following:

1. Multiple choice
2. Matching
3. Fill in blanks
4. Essay
5. Case studies
6. Interactive computer uses
7. Combinations of the above
8. Others as may be identified as valid

Chapter 2: Certified Criminal Justice Training Academy Requirements

Section 1 – Certified Criminal Justice Training Academy Status and Organization

A. Changing Certified Criminal Justice Training Academy Status:

1. A change in certified criminal justice training academy status includes any of the following:
 - a. Leaving one regional criminal justice academy and joining a different regional criminal justice academy
 - b. Leaving an independent academy to join a regional criminal justice academy
 - c. Leaving a regional criminal justice academy and creating an independent academy
 - d. Merging two or more regional criminal justice academies
2. All local political subdivisions whose personnel are subjected to mandated training shall provide the Department with a certified criminal justice training academy of record and shall notify the Department when there is a change in the certified criminal justice training academy of record.
3. Changes in certified criminal justice training academy status are subject to the following applicable procedures as well as the requirements of § [15.2-1747](#) and § [15.2-1300](#):
 - a. A written request from the agency administration has been sent to the chairman of the academy governing body of the regional criminal justice academy where membership is desired;
 - b. The agency administrator has simultaneously sent a copy of the request to the Department's Law Enforcement Division Director. Notification to the Department's Law Enforcement Division Director must be provided in order to determine any potential impact on funding allocated by the state.
 - c. The agency administrator has simultaneously sent written notification of the intent to withdraw membership to the academy governing body chairman of the certified criminal justice training academy being withdrawn from and the Department's Law Enforcement Division Director.
 - d. The chairman of the academy governing body, where membership is desired, has notified all member agencies of the membership proposal and obtained approval.
 - e. The academy board chairman, where membership is proposed to be withdrawn, has provided the agency administrator with the opportunity to address the academy governing board on the reasons the agency is withdrawing membership.

- f. The chairman of the academy governing body, where membership is desired, has notified the agency administrator in writing of his board's decision regarding the acceptance or rejection of the membership proposal and notified the Department's Law Enforcement Division Director.
 - g. Upon acceptance, the agency administrator must send written notification of withdrawal of membership to the governing body chairman of that regional criminal justice academy where membership is being withdrawn. Notification must be sent no later than nine (9) months prior to the end of the contract period of the certified criminal justice training academy from which the agency is withdrawing. If no contract date is included in the academy's charter, then the notice date will be October 1 of the fiscal year immediately preceding the fiscal year in which the department intends to withdraw.
 - h. A withdrawing member agency is obligated to pay its designated financial assessment until the end of the fiscal year preceding the fiscal year in which the member agency will change academy status unless the regional criminal justice training academy charter specifies otherwise.
 - i. The withdrawing agency and the certified criminal justice training academy from which the agency is withdrawing shall enter into a mutual agreement to satisfy any financial obligations. A signed copy of the mutual agreement shall be provided to the Department and members of the Committee on Training (COT).
 - j. The Department and the COT shall only review requests for certification or recertification after receiving and reviewing the required mutual agreement.
4. The Department will provide a fiscal impact statement to the chairman of each regional criminal justice training academy board. The statement will address the financial impact on each regional criminal justice training academy for the fiscal year in which the withdrawal will become effective.

B. Academy Charter:

1. Each regional criminal justice training academy shall be established in accordance with Section [15.2-1300](#) or [15.2-1747](#) of *Code of Virginia*.
2. No provision of a certified criminal justice training academy's charter or governing documents shall be inconsistent with procedures, rules, and regulations adopted by the Board.
3. The organization of each certified criminal justice training academy shall be specified by the academy charter, governing documents or policies.

C. Academy Governing Body:

The majority of the governing body of each regional criminal justice training academy shall be composed of chiefs of police and sheriffs of member agencies, jail administrators, and chief executives of local political subdivisions.

D. Academy Director:

Duties: The management, administration and operation of each certified criminal justice training academy shall be the responsibility of the academy director. Accordingly, the academy director shall:

- a. Develop and continually review certified criminal justice training academy curriculum.
- b. Schedule certified criminal justice training academy courses and programs.
- c. Review instructor lesson plans and tests.
- d. Ensure that instructors, instructional staff, and students comply with academy bylaws.
- e. Monitor certified criminal justice training academy courses and programs.
- f. Evaluate instructor and instructional staff performance.
- g. Prepare and distribute academy training calendar.
- h. Instruct as needed.
- i. Review and approve in-service training at satellite facilities.

Section 2 - Satellite Facilities

A. Certified Criminal Justice Training Academy Satellite Facilities:

1. Certified criminal justice training academies may approve satellite facilities if such facilities are required based on the principles of sound and efficient training delivery, Departmental oversight, and in accordance with the regulatory requirements. Criteria used in satellite facility selection shall include: training demand, student volume, distance traveled, travel time and instructor availability.
2. Satellite facilities must be inspected prior to conducting training by the certified criminal justice training academy to ensure they meet the standards for satellite facilities before any credit can be awarded for in-service training which is conducted at a satellite facility.
 - a. The certified criminal justice training academy shall complete the Satellite Facility Worksheet for each satellite facility.
 - b. The Satellite Facility Worksheet shall be maintained by the certified criminal justice training academy.
3. The certified criminal justice training academy shall periodically monitor all satellite facilities, not less than once per calendar year, to ensure that all training

conforms to Department and regulatory requirements. The certified criminal justice training academy shall maintain written reports documenting such monitoring.

Section 3 - Partial In-Service Credit

- A. Virginia certified criminal justice training academies or Virginia criminal justice agencies providing training for their own criminal justice officers must provide for in-service credit through the certified criminal justice training academy of record.
- B. Certified Criminal Justice Training Academy Requirement:
 - 1. Upon receipt of the Department approved hours, the academy director shall ensure training credit is applied to the officer's in-service training record and that the hours do not exceed the number of hours approved by the Department.
 - 2. Upon completion of all in-service training requirements, the academy director will submit the individual's name to the Department on an electronic form.

Chapter 3: Instructor Certification/Re-Certification Requirements

Section 1 - Instructor Certification

Purpose: The purpose of this document is to provide clarification of the administrative requirements referenced in [6VAC20-80-90](#) of the Rules Relating to Certification of Criminal Justice Instructors.

A. Categories for instructor certification

1. There are six categories of instructor certification.
 - a. Provisional
 - b. General
 - c. Firearms
 - d. Defensive Tactics
 - e. Driver Training
 - f. Speed Measurement
2. Initial instructor development courses shall not be conducted at a satellite facility.

B. Instructor Certification:

1. All instructor certifications shall be in compliance with the requirements of [6VAC20-80-90](#) of the Rules Relating to Certification of Criminal Justice Instructors.
2. The criminal justice professional's employing agency must submit a completed application ([IC-1](#)) signed by the agency administrator or their designee, to the academy director.
3. All instructor certifications become effective upon completion of the requirements at a certified criminal justice training academy and subsequent entry of the instructor information by Department staff into the Department's electronic records management system under the "Instructing" tab. The Department is the final approval authority for all instructor applications.
4. All instructor certification becomes null and void when the certified instructor is not employed by the agency who requested the instructorship. The instructorship may with the review and approval of the Department be reinstated upon employment with a new criminal justice agency upon request of the new employing agency ([IC-2](#)).

C. General Instructor and Skills and Specialty Area Instructors

1. General, skills, and specialty area instructors shall serve an apprenticeship within 12 months of successfully completing an instructor development course

- with a certified instructor. In accordance with the requirements of 6VAC20-80-40 the certified instructor shall possess a minimum of three years of experience as a certified instructor in the topic being apprenticed.
- a. Applicant must demonstrate proficiency in both classroom and skills presentation.
 - b. Instruct a minimum of four hours in the skill or specialty area (two hours for speed measurement) in mandated instruction or another course of instruction approved by the academy director.
 - c. Agencies may request a training extension for the completion of the apprenticeship if circumstances meet the regulatory requirements for a training extension.
2. Failure to complete the apprenticeship as specified, requires the criminal justice professional to repeat the basic requirements for the skill or specialty instructor.
 3. Each type of instructorship requiring an apprenticeship must have a separate apprenticeship and a separate application, [IC-1](#) or [IC-2](#).
 4. Firearms Instructors, Defensive Tactics Instructors and Driver Training Instructors shall have and provide documentation of extensive training and experience to be qualified for instructorship in these areas.
 - a. Firearms Specialty Instructors shall only be authorized to instruct mandated firearms training courses and to conduct annual firearms qualifications only, unless meeting standards for other categories through mandated training and apprenticeship as defined in this document.
 - b. Defensive Tactics Specialty Instructors shall only be authorized to instruct mandated defensive tactics training courses, unless meeting standards for other categories through mandated training and apprenticeship as defined in this document.
 - c. Driver Training Specialty Instructors shall only be authorized to instruct driver training subjects, unless meeting standards for other categories through mandated training and apprenticeship as defined in this document.
 - d. Speed Measurement Specialty Instructors shall successfully complete a speed measurement instructor course which meets or exceeds the standards established by the Department. Speed Measurement Specialty Instructors shall only be authorized to instruct speed measurement subjects, unless meeting standards for other categories through mandated training and apprenticeship as defined in this document. This provision applies to all new personnel employed after July 1, 2007.

D. Review and Submission of Instructor Application

1. Certified criminal justice training academy staff is responsible for ensuring accurate completion and submission of the initial instructor certification application. Particular attention shall be given to the following areas:
 - a. Determining the appropriate application ([IC-1](#) or IC-2) has been completed and signed by the agency administrator.
 - b. Verify the accuracy of the information in the Department's electronic records management system and the training dates.
 - c. Verify that the apprenticeship evaluator has at least three years experience as an instructor in the category for which the apprenticeship is conducted; and the apprenticeship consists of approved training and minimum hours (4 hours minimum for general and each specialty, except 2 hours for speed measurement).
2. The certified criminal justice training academy forwards the completed application to the Department for final approval and entry into the records management system.

E. Instructor Recertification Process

1. Instructors must recertify each instructorship by December 31 of every third year following initial instructor certification to maintain their instructorship(s). Recertification must be completed before the instructor certification expires. If the certification has expired, see G below for Instructor Reinstatement Process.
2. The academy director must verify each instructor has taught a minimum of 8 hours of mandated training per instructorship from initial certification or last recertification date to be eligible for recertification. The academy director may count lecture/classroom hours taught within a skills or specialty area (as those outlined above in Section 1 - Instructor Certification C 4) toward a general instructorship status.
 - a. For instructors due by 12/31/2016 – 4 hours of instruction are required for each instructorship.
 - b. For Instructors due by 12/31/2017 – 6 hours of instruction are required for each instructorship.
 - c. For Instructors due by 12/31/2018 and thereafter – 8 hours are required for each instructorship.
 - d. Mandated training includes training which requires a DCJS certified instructor
3. Basic training
 - a. Evaluation of performance testing may be counted toward instruction hours
 - b. Role playing cannot be counted toward instruction hours
4. In-service training approved through the academy
 - a. Evaluation of performance testing may be counted toward instruction hours

- b. Role playing cannot be counted toward instruction hours
- 5. In addition to approved basic and in-service training, the following may be counted toward mandated training hours for instructor recertification:
 - a. Partial in-service training approved through DCJS provided there is documentation (copy of the PIC approval with the instructors' name(s) or with a memo from the course coordinator).
 - b. Annual Firearms Qualifications instruction through their agency upon submission to the academy director with a signed letter from the agency administrator or designee with the dates and times attesting that the instructor has provided the hours reported. (Not applicable to independent academies.)
 - 1) Lecture or classroom firearms instruction may be counted toward general instructorship hours.
 - 2) Range training may only be counted toward firearms instructorship hours.
 - c. Speed Measurement Operator instruction through their agency may be counted toward speed measurement instructorship upon submission to the academy director with a signed letter from the agency administrator or designee with the dates and times attesting that the instructor has provided the hours reported. (Not applicable to independent academies.)
 - d. Field training or on-the-job-training through their agency may be counted toward general instructorship upon submission to the academy director with a signed letter from the agency administrator or designee with the dates and times attesting that the instructor has provided the hours reported. (Not applicable to independent academies.)
- 6. Instructor Recertification Course shall be completed and include a minimum of two hours of training.
 - a. Instructor recertification courses shall be completed for each skill or special instructorship held.
 - 1) Firearms Instructor recertification course shall be a minimum of two hours training.
 - 2) Defensive Tactics Instructor recertification course shall be a minimum of two hours training.
 - 3) Driver Training Instructor recertification course shall be a minimum of two hours training.
 - 4) Speed Measurement Instructor recertification course shall be a minimum of two hours training.
 - b. The director of a certified criminal justice training academy shall establish recertification criteria for that certified criminal justice training academy and submit completion of the recertification training to the Department.
 - c. No application is required for instructor recertification completed within the time limits established in E 1.

- d. Instructors will be recertified based upon the electronic submission of the documentation of training completion in accordance with the requirements of 6VAC20-90-120 E. The certified criminal justice training academy shall electronically submit the required documentation of completion of the instructor recertification course.
- e. Instructor recertification becomes effective when entered into the Department's electronic records management system and the individual is listed as a certified instructor.

F. Instructor Certification Extensions

1. Instructors may receive a recertification training extension for demonstrated good cause for a maximum of 90 days upon the submission and approval of a Training Extension Form ([Department Form TE-2](#)) to the Department's Field Services Staff serving the region.
2. Extensions shall only be allowed prior to an instructor certification expiration date.
3. Any instructorship that has expired without the approval of a training extension must be handled as an Instructor Reinstatement.

G. Instructorship Reinstatement

1. There are three types of instructor reinstatement:
 - a. Employment related
 - 1) Instructor certification becomes null and void when the certified instructor is no longer employed by the agency who requested the certification.
 - 2) Upon reemployment with a Virginia criminal justice agency or certified criminal justice training academy, the agency or the certified criminal justice training academy may request the instructorship be reinstated by submitting an Instructor Reinstatement Form ([IC-2](#)) with the agency administrator's (or their designee) signature and the academy director's signature to the Department for approval.
 - b. Expired certification
 - 1) When the instructor fails to complete the instructor recertification process within the required guidelines (three years following the initial certification and every three years thereafter), the instructor certification becomes null and void until reinstatement.
 - 2) If the instructorship certification has been expired less than 12 months, the agency or certified criminal justice training academy may request the instructorship be reinstated by submitting an Instructor Reinstatement Form ([IC-2](#)) with the agency administrator's (or their designee) signature and the academy director's signature to the Department for approval.

- 3) The expired instructor must complete an instructor recertification course as described in 6.C and complete a subsequent apprenticeship.
- 4) If the instructorship is expired due to lack of the 8 hour instruction requirement, the reinstatement apprenticeship shall include the remaining hours of the required instruction in addition to the 4 hour apprenticeship (2 hours for speed measurement).
- 5) Any instructorship certifications expired for more than 12 months shall not be eligible for reinstatement under this section and must complete the instructor certification process as new.

c. Revocation related

- 1) When the instructorship was revoked under the provisions of number 5, the instructor's agency may apply for reinstatement three years from the date of revocation by submitting an Instructor Reinstatement Form ([IC-2](#)) with the agency administrator's (or their designee) signature and the academy director's signature to the Department for approval.
 - 2) Upon approval of reinstatement, the revoked instructor must repeat the basic instructor requirements to include a new basic instructor development course, new apprenticeship and new application.
2. Certified criminal justice training academy staff is responsible for ensuring accurate completion of the instructor reinstatement application.

H. It is the academy director's responsibility to verify that all instructors are listed in the Department's electronic records management system as a currently certified instructor prior to an individual being allowed to instruct.

I. By submission of the application, the agency and certified criminal justice training academy requesting certification of the criminal justice professional named on the form as a criminal justice instructor is attesting to compliance with the requirements of the "Rules Relating to the Certification of Criminal Justice Instructors" to include all employment, training and apprenticeship requirements. Specifically, the Authorized Agent of the employing agency is attesting that the applicant meets all employment requirements and requesting that the applicant be certified as an instructor. The academy director is attesting that the applicant has successfully completed the training and apprenticeship requirements and is qualified to be a certified instructor. The academy director is responsible for maintaining documentation of completion of training and completion of the apprenticeship on file for inspection and review purposes upon request by the Department.

Chapter 4: Employment Reporting and Requirements

Section 1 - Records Administrative Requirements

A. Reporting Completion of Training

1. The certified criminal justice training academy shall electronically document and report completion of training to the Department.
2. Only certified criminal justice training academies are authorized to electronically submit and to report completion of mandated training.
3. The documentation of completion of training shall be submitted in compliance with 6VAC20-90-120 E and the following:
 - a. The documentation must be submitted within 60 days of completion of training and shall contain ONLY the names of criminal justice professionals whose agencies are members of the reporting certified training academy for in-service training.
 - b. The documentation must be submitted within 60 days of completion of training and must contain the names of officers for entry-level training.
4. All documentation must be signed by the academy director or their designee.

B. Memo of Training Credit Transfer - Letter of Completion

1. The certified criminal justice training academy must send a letter of completion to the agency to which the criminal justice professional belongs.
 - a. The letter of completion must contain the type of training, e.g. Law enforcement in-service, jail officer in-service, general instructor re-certification, etc.
 - b. The letter of completion must contain the date of completion and signature of the academy director.
 - c. The letter of completion must contain the name and social security number of the criminal justice professional completing the training.
 - d. The letter of completion must contain the number of legal hours, career development hours and total hours completed.
 - e. It is the responsibility of the agency receiving the letter of completion to forward the training information to the certified criminal justice training academy which maintains the agency's training records so that documentation of training completion in accordance with 6VAC20-90-120 E can be initiated when the officer has accumulated enough hours to satisfy in-service training requirements.
2. Certified Criminal Justice Training Academy Responsibility

It is the responsibility of the certified criminal justice training academy, upon

receiving documentation from a member agency to track the training completed until an officer has accumulated enough hours to satisfy in-service training requirements and to electronically submit documentation of training completion in accordance with 6VAC20-90-120 for that criminal justice professional.

3. Exceptions

a. Entry-level training:

The certified criminal justice training academy that conducts entry-level training shall electronically submit documentation of completion of training in accordance with 6VAC20-90-120 E containing the names of all individuals trained regardless of whether their agencies are members of the certified criminal justice training academy or not.

b. Instructor development training:

The certified criminal justice training academy that conducts instructor development training shall electronically submit documentation of completion of training in accordance with 6VAC20-90-120 E containing the names of all individuals trained regardless of whether their agencies are members of the certified criminal justice training academy or not.

4. Pre-approved partial in-service credit

Pre-approved partial in-service credit (PIC) forms must be received by the certified criminal justice training academy within sixty (60) days after completion of training in order to be credited toward in-service training requirements.

5. Individual partial in-service credit

Individual partial in-service credit forms must be received by the certified criminal justice training academy within sixty (60) days after approval by the Department.

C. Department Responsibility

1. Receive and enter Department required forms in a timely manner.
2. Review contents of forms
3. Return forms containing errors to the originating agency and or certified criminal justice training academy for correction and re-submission.
4. Resolve areas of concern/conflict.
5. Print and distribute agency rosters to agencies to resolve discrepancies.
6. Enter corrections to agency roster after receiving appropriate paperwork from agency, i.e., electronic [Forms 21 and 31](#).
7. Notify agencies of personnel that are in non-compliance with the training requirement.

8. Receive, review, and process completed Field Training forms and On-the-Job Training forms.
9. Receive and approve instructor applications.
10. Print and distribute certificates.
11. Distribute instructor patches. (NOTE: Certificates and patches are only distributed for initial certification. A nominal fee is charged for instructor patches.)

Section 2- Physical Examination Requirements

- A. Academies shall have a policy for insuring the physical fitness of students assigned for entry-level training.
 1. The policy shall include a procedure for ensuring that agency medical personnel performing physical examinations are aware of the rigors of entry-level training.
 2. The policy shall require physicals to be performed within twelve months prior to training.
- B. The following are the major points that need to be considered when developing a physical examination policy.
 1. A statement requiring the trainee candidate to be examined by a licensed physician prior to attending training.
 2. Training parameters developed to the specific certified criminal justice training academy's program which is forwarded to the employing agency. In turn the agency will provide the requirements to the examining physician.
 3. A statement to be forwarded by the employing agency to the certified criminal justice training academy indicating the trainee has been examined by a licensed physician and is physically capable of performing all training required.
- C. Training Parameter Requirements:
 1. These requirements shall include the basic minimum requirements for entry-level training, and the parameters for training that the individual certified criminal justice training academy has established beyond minimum standards.
 - a. It shall also be noted that part of the training is performance-based and that the recruit will be required to actually perform many of the functions required in the position for which he/she is entering training.
 - b. This includes training that places recruits in both physically and mentally stressful situations designed to elicit spontaneous responses.

2. As a result, the employing agency shall ensure that the examining physician makes sure the recruit is physically sound and free of any physical or mental condition which would interfere with his/her ability to perform the duties of the position for which he/she is entering training.
 3. The academy director or employing agency administrator shall distinguish which category of officer the recruit will fall under: Law Enforcement Officer, Jailer/Custodial Officer, Courtroom Security or Civil Process Officer.
 4. Parameters for Law Enforcement Officer, Jailer/Custodial Officer, or Courtroom Security or Civil Process Officer
 - a. Training is both physically and psychologically stress oriented to elicit spontaneous reactions. Students are placed in situations where they must make critical life and death decisions such as: when to use deadly force, shoot/no-shoot situations, disaster response, ambush and sniper attacks, domestic violence and response to various in-progress criminal activities. Any psychological abnormalities observed during the physical exam shall be explored and thoroughly documented. Strenuous physical exercise requiring:
 - 1) Physical agility
 - 2) Strength
 - 3) Musculoskeletal range of motion (to include joints)
 - 4) Neuro-muscular coordination, hand-eye coordination and balance
 - 5) Cardiopulmonary stamina and aerobic endurance
 - b. Additionally the officer must have the physical ability to fire a handgun and/or other specialty weapons. The student shall have no physical deformity, defect or restriction which would prevent cocking and firing of a handgun or other specialty weapon. Firearms training requires the student to fire from the standing, kneeling, sitting and prone positions. Combat ranges require mobility and the use of various barriers. Both day and night training are required.
 - c. Vision: requirements set by employing agency to include:
 - 1) Color distinction
 - 2) Night vision
 - 3) Depth of field/peripheral
 - d. Hearing: requirements as set by employing agency.
- D. A physical examination certification shall be signed by the physician and returned to the certified criminal justice training academy via the employing agency prior to any recruit being eligible to participate in training. This form shall include the physician's name, candidate's name, date of exam, candidate's position, and whether he/she is or is not able to participate in training. If applicable, any restrictions shall be specified by the physician.

Chapter 5: Performance Outcomes-Academy

Section 1 - Law Enforcement Officers Compulsory Minimum Training Standards and Performance Outcomes

Section 2 - Civil Process Compulsory Minimum Training Standards and Performance Outcomes

Section 3 – Courtroom Security Officers Compulsory Minimum Training Standards and Performance Outcomes

Section 4 – Jail Officers Compulsory Minimum Training Standards and Performance Outcomes

Section 5 – Dispatchers Compulsory Minimum Training Standards and Performance Outcomes

Section 6 - Non-Custodial Employees (DOC) Compulsory Minimum Training Standards and Performance Outcomes

Section 7 – Basic Corrections Officers (DOC) Compulsory Minimum Training Standards and Performance Outcomes

Section 8 – Juvenile Correctional Officer Compulsory Minimum Training Standards and Performance Outcomes

Chapter 6: Auxiliary Police

Introduction

Localities having a police department which complies with the Code of Virginia and who are receiving funds commonly referred to as “599 funds” must acknowledge that law-enforcement personnel employed as full-time, part-time or auxiliary officers by the locality have met the training requirements promulgated by the Criminal Justice Services Board. Sections [§ 9.1-114](#) and [§15.2-1731](#) of the Code of Virginia identify those police officers who must comply with some form of training promulgated by the Criminal Justice Services Board including compensated full time and part-time officers as well as non-compensated auxiliary police officers.

Section 1 - Training, Records Maintenance and Reporting Requirements for Part-time Officers

- A. All part-time officers working eighty-one (81) or more compensated hours a year must comply with all entry level law-enforcement training requirements. Each agency administrator shall report the appointment of all those officers working eighty-one (81) or more compensated hours on a [Form 21](#) as provided by the Department of Criminal Justice Services within ten (10) days of appointment.
- B. Part-time officers working eighty (80) or fewer compensated hours a year must comply with the entry level law-enforcement firearms training requirements and receive on-going in-service firearms training if a firearm is carried in the performance of duty. It is the responsibility of the appointing law-enforcement agency to maintain the firearms training records of those officers who are required to comply with basic firearms training and on-going in-service firearms training.

Section 2 - Establishment of Auxiliary Police Forces [§ 15.2-1731](#)

- A. Legislation passed by the 2012 General Assembly and approved by the Governor amending [§9.1-102](#) required the Department to “Establish compulsory minimum training standards for all auxiliary police officers employed by or in any local or state government agency”. The Department recognizes the important role auxiliary officers play in providing a safe community as well as the commitment and dedication these officers demonstrate on a daily basis. The training standards for auxiliary police officers are graduated and based upon their level of responsibility as identified by the Auxiliary Police Task Force.
 - 1. Each member of the Auxiliary Police shall be governed by the policies and procedures of the Department.

2. The Auxiliary Police officer may have law-enforcement powers equivalent to those of paid officers. Membership in the Auxiliary Police will be open to all individuals who meet the same minimum qualifications as full-time officers under. There shall be no discrimination based on race, color, creed, national origin, age, sex or religious affiliation in selection or assignment of Auxiliary Police officers.
 3. The responsibility and liability for the Auxiliary Police program in its entirety is the responsibility of the compensated Chief of Police (9.1-115).
- B. There are three levels for Auxiliary Police Officers recognized by the Department of Criminal Justice Services.
1. **Level One:** Certified police officer who has met all training requirements required of full time officers ([6VAC20-20-21](#) and [§15.2-1706](#)) and in accordance with the attached matrix.
 2. **Level Two:** Sworn officer with limited duties, may be armed with firearm(s) and has met all training requirements in accordance with the attached matrix. Level Two Auxiliary Officers shall not be permitted to carry or use a firearm while serving as an auxiliary police officer unless such officer has met the firearms training requirements established in accordance with in-service training standards for law-enforcement officers as prescribed by the Criminal Justice Services Board.
 3. **Level Three:** Sworn officer with limited duties, may be armed with less-than-lethal weapon(s) and has met all training requirements in accordance with the attached matrix. Auxiliary Officers of this level are **strictly prohibited** from carrying a firearm, whether department or personally owned, while serving as an auxiliary police officer.

Section 3 - Training, Records Maintenance and Reporting Requirements for Auxiliary Officers

A. Employment Records:

The agency employing auxiliary police officers is required within ten working days of employment to notify the Department of Criminal Justice Services by the submission of the Department's [Form 21](#). Agencies are also required to notify the Department within ten working days if the auxiliary officer has a status change by the submission of the Department's [Form 31](#).

B. Level One Initial Training:

Must complete all mandated training ([6VAC20-20-21](#)) the same as full time officers, successfully pass the law enforcement state certification exam and complete a minimum of 100 hours of field training ([Field Training/On-the-Job Training Completion Form](#)) within one year of initial employment. All

documentation must be submitted to the Department the same as full time officers. All training shall be conducted at a certified criminal justice training academy.

C. Level One In-Service Requirements:

Level One auxiliary police officers, must complete 34 hours of career development, 2 hours of cultural diversity and 4 hours legal prior to December 31st every two years from initial certification. In-service training must be completed at a certified criminal justice training academy or a Department approved satellite facility. Documentation of completion must be reported to the Department the same as full time officers.

D. Level Two and Level Three Initial Training:

Level Two and Level Three auxiliary police officers are required to meet all applicable performance outcomes listed in the Auxiliary Police Training Matrix (See Below) within one year of initial employment. There are no minimum hours required for completion for each performance category and previous training can be used after verification from the chief of police or agency administrator. The training must be instructed at a certified criminal justice training academy or in-house within their individual agency. The chief of police providing in-house auxiliary training may decide not to train his officers on an objective if such training does not apply to the officer's assigned duties. Levels Two and Three trained by their employing agency cannot use such training as credit toward Level One certification. Levels Two and Three trained by a certified criminal justice training academy can apply for such credit. Levels Two and Three trained by their employing agency cannot transfer the in-house training to any other another agency. It is the responsibility of the compensated chief of police to affirm the auxiliary police officer has met the requirements for Level Two or Level Three and forward documentation to the Department on the Department's [Form A-41](#). Department [Forms A-2](#) (Level Two auxiliary police officers) and [A-3](#) (Level Three auxiliary police officers) are for in-house documentation by the employing agency and must remain on file with the agency and is subject to Department inspection.

E. Level Two and Level Three Field Training Requirements:

Level Two and Level Three auxiliary police officers are required to complete field training within one year of initial employment before they can be designated as a Level Two or Level Three auxiliary police officer. There are no minimum hours required for these levels, see attached matrix for applicable categories. All documentation of such agency training must remain on file with the agency and is subject to Department inspection. It is the responsibility of the compensated chief of police to affirm the auxiliary police officer has met the field training requirements for Level Two or Level Three and forward documentation to the Department on the [Field Training/On-the-Job Training Completion Form](#).

F. Level Two and Level Three In-Service Requirements:

Level Two and Level Three auxiliary police officers, must complete 8 hours of career development, 2 hours of cultural diversity and 4 hours legal prior to December 31st every two years from initial designation as a Level Two or Level Three. In-service training must be completed at a certified criminal justice training academy, Department approved satellite facility or in-house. All documentation of such agency training must remain on file with the agency and is subject to Department inspection. It is the responsibility of the compensated chief of police to affirm the auxiliary police officer has met the In-Service requirements for Level Two or Level Three and forward documentation to the Department on the Form [A-41](#).

G. Firearms Annual Training:

Level One and Level Two auxiliary police officers required to carry a firearm in the performance of their duties shall qualify annually using the applicable firearms course approved by the Committee on Training of the board. Annual range qualification shall include a review of issues/policy relating to weapons safety, nomenclature, maintenance and use of force. With prior approval of the director, a reasonable modification of the firearms course may be approved to accommodate qualification on indoor ranges. No minimum number of hours is required ([6VAC20-30-80](#)). All documentation of such agency training must remain on file with the agency and is subject to Department inspection. Engage

H. Use of Force Regulations:

Each auxiliary police officer whether armed or unarmed must receive annual refresher training on the agency lethal/less-than-lethal use of force policy(s). All documentation of such training must remain on file with the agency and is subject to Department inspection.

I. Instructorships for Auxiliary Law Enforcement Officers

Department Instructorships will only be considered for Level 1 Auxiliary Law Enforcement Officers and only on a case-by-case basis following a review of the officer's law enforcement experience and training. Levels 2 and 3 Auxiliary Officers are not eligible for Department certified instructorships. Criminal Justice Academies may establish auxiliary law enforcement officers as "subject matter experts" upon prior training and experience. Documentation of this status must be kept on file at the certified criminal justice training academy and available for inspection.

AUXILIARY POLICE OFFICER TRAINING REQUIREMENTS

Objectives are the compulsory minimum training requirements for entry level law enforcement officers.

* Driver training is optional if the duties of the auxiliary officer do not require operation of a law enforcement vehicle

** [§15.2-1731](#) – Any such officer shall have one (1) year following the approval by the Board to comply with the compulsory minimum training standard.