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# VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES POLICY AND REQUIREMENTS

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The Virginia Department of Criminal Justice Services, Division of Law Enforcement has multi-faceted responsibilities including oversight and management of training standards and regulations for the criminal justice community, training programs in public safety and homeland security, the Crime Prevention and Accreditation Programs and the development of law enforcement policies. This document has been developed to provide criminal justice practitioners and criminal justice agencies with the information regarding the Department's operational requirements related to statutory and regulatory mandates.

September 2018

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# DEPARTMENT OF CRIMINAL JUSTICE SERVICES POLICY AND REQUIREMENTS

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## CHAPTER 1: CODE OF VIRGINIA APPLICABLE STATUTES

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*To read the full text of the referenced statute, please click on the highlighted link.*

### [§ 9.1-100.](#) **Department of Criminal Justice Services.**

Creates the Department of Criminal Justice Services and provides oversight of it by the Governor and the Criminal Justice Services Board.

### [§ 9.1-101.](#) **Definitions.**

Defines terms used throughout Title 9

### [§ 9.1-102.](#) **Powers and duties of the Board and the Department**

Establishes the Department, under the direction of the Criminal Justice Services Board as the policy-making body for carrying out the duties and powers including but not limited to establishing minimum qualifications for certification and re-certification of law enforcement, courthouse security, process servers, jailors and dispatchers of law enforcement personnel and to establish the minimum compulsory entry level and in-service training requirements for each, and to approve curricula, institutions and facilities for the specific purpose of training public criminal justice professionals.

### [§ 9.1-106.](#) **Regional Criminal Justice Academy Training Fund; local fee**

Creates a special non-reverting fund to be administered by the Department, known as the Regional Criminal Justice Academy Training Fund to provide support for Regional Criminal Justice Training Academies.

### [§ 9.1-107.](#) **Powers and duties of the Director**

Charges the Director of the Department of Criminal Justice Services with executive and administrative responsibility to among other item (i) carry out the specific duties imposed on the Department under § [9.1-102](#) and (ii) maintain appropriate liaison with federal, state and local agencies and units of government, or combinations thereof, in order that all programs, projects and activities for strengthening and improving law enforcement and the administration of criminal justice may function effectively at all levels of government.

### [§ 9.1-108.](#) **Establishes the Criminal Justice Services Board (CJSB)**

Establishes the Criminal Justice Services Board (CJSB) and defines membership; terms; vacancies; designation of chairmen; meetings; compensation and other related organizational descriptions.

### [§ 9.1-109.](#) **Administration of federal programs**

Defines the Board as the supervisory board and the Department as the planning and coordinating agency responsible for the implementation and administration of any federal programs for strengthening and improving law enforcement, the administration of criminal justice, and delinquency prevention and control throughout the Commonwealth.

**§ 9.1-112. Committee on Training; membership**

Creates the Committee on Training (COT) under the Board as the policy-making body responsible to the Board for effecting the training duties covered in [§9.1-102](#). Also describes the makeup of the COT.

**§9.1-113. Compliance with minimum training standards by certain officers; exceptions**

Establishes exceptions to the otherwise required training standards compliance for certain officers.

**§ 9.1-114. Compliance with minimum training standards by officers employed after July 1, 1971, by officers appointed under § 56-353 after July 1, 1982, and by part-time officers.**

Establishes required compliance with minimum training standards after a specific date.

**§ 9.1-115. Forfeiture of office for failing to meet training standards; termination of salary and benefits; extension of term**

Establishes the forfeiture of office for failing to comply with training standards adopted by the Board, and provides for the process of notice to the non-compliant officer. Specifies that the chief administrative officer of any agency employing a person who fails to meet the training standards has a duty to enforce the provisions of [§ 9.1-114](#) and this section and that willful failure to do so shall constitute misfeasance in office, and in addition, upon conviction, shall constitute a Class 3 misdemeanor.

**§ 9.1-116. Exemptions of certain persons from certain training requirements**

Authorizes the Director of the Department, with the approval of the Board, to exempt a chief of police or any law-enforcement officer as specified under [§ 9.1-102](#) who has demonstrated sensitivity to cultural diversity issues, and had previous experience and training as a law-enforcement officer under the same section, from the mandatory attendance of any or all courses which are required for the successful completion of the compulsory minimum training standards established by the Board.

**§ 15.2-1705. Minimum qualifications; waiver**

Establishes the minimum entry qualifications for service as chief of police, police officer of any locality, deputy sheriffs and jail officers in this Commonwealth, and all law-enforcement officers as defined in [§ 9.1-101](#) who enter upon the duties of such office after July 1, 1994. Allows that upon request of a sheriff or chief of police, or the director or chief executive of any agency or department employing law-enforcement officers as defined above, or jail officers as defined in [§ 53.1-1](#), the Department of Criminal Justice Services is authorized to waive the requirements for qualification for good cause shown.

**§15.2-1706. Certification through training required for all law-enforcement officers; waiver of requirements.**

All law-enforcement officers as defined in [§ 9.1-101](#) and all jail officers as defined in [§53.1-1](#) must be certified through the successful completion of training at an approved criminal justice training academy in order to remain eligible for appointment or employment. This code allows the requirement for the successful completion of the law-enforcement certification examination to be

waived by the Department of Criminal Justice Services based upon previous law-enforcement experience and training. To be eligible for such waiver, the individual must have applied for and been granted an exemption or partial exemption in accordance with § [9.1-116](#).

**[§ 15.2-1707. Decertification of law-enforcement officers](#)**

Establishes the authorized causes and process for decertifying law enforcement officers through the Criminal Justice Services Board.

**[§ 15.2-1708. Notice of decertification](#)**

Enumerates the process for providing notice of decertification, timelines, rights of the decertified officer, standard of review, notice of final action and means of later petitioning for reinstatement of certification.

**[§15.2-1709. Employer immunity from liability; disclosure of information regarding former deputy sheriffs and law-enforcement officers](#)**

Protects an employer who discloses job performance information about a former deputy sheriff's or law-enforcement officer or jail officer to a prospective law-enforcement or jail unless lack of good faith is shown by clear and convincing evidence.

**[§15.2-1731. Establishment, etc., authorized; powers, authority and immunities generally](#)**

Allows that localities may establish, equip and maintain auxiliary police forces which have all the powers and authority and all the immunities of full-time law-enforcement officers, if all such forces have met the training requirements established by the Department of Criminal Justice Services under § [9.1-101](#).

**[§ 15.2-1733. Appointment of auxiliary police officers; revocation of appointment; uniform; organization; rules and regulations](#)**

Enables governing bodies of localities to appoint auxiliary police officers and provides that their appointment shall be revocable at any time by the governing body. The governing body may prescribe the uniform, organization, and such rules as it deems necessary for the operation of the auxiliary police force.

**[§15.2-1734. Calling auxiliary police officers into service; police officers performing service to wear uniform; exception](#)**

Establishes that the auxiliary officers may be called into service when necessary including; public emergencies, times there are insufficient numbers of regular police officers to preserve the peace, safety and good order of the community, or for the purpose of training such auxiliary police officers. At all times when performing such service, the members of the auxiliary police force shall wear the uniform prescribed by the governing body unless it would adversely limit the effectiveness of the auxiliary police officer's ability to perform his prescribed duties.

**[§ 15.2-1747. Creation of academies](#)**

Describes in detail the process for creating a regional criminal justice training academy to include; requiring an ordinance or resolution, requiring the words "criminal justice academy," be subject to

the requirements of [§9.1-102](#), establishing the governmental subdivision in which its principal office shall be situated, listing the effective date of the organization and the duration of the agreement, list the composition of the board of directors and the method for selection and the terms of office of the board of directors, and identify the voting rights of the directors, provide procedures. This section also requires that any governmental unit not a party to an original agreement creating an academy may join the academy only by two-thirds vote of the board of directors of the academy and establishes further procedures relative to this and any withdrawal from the academy.

**[§ 15.2-1748. Powers of the academies](#)**

Establishes the organization of an academy as a public body corporate and politic, the purposes of which shall be to establish and conduct training for public law-enforcement and correctional officers, those being trained to be public law-enforcement and correctional officers and other personnel who assist or support such officers. Further specifies in detail what academies are authorized to do as such an organization.

**[§ 23.1-810. Authorization for campus police departments in private institutions of higher education](#)**

Requires that for a Campus Police Department in a Private Institution to be authorized to use the word “police” to describe the department or its officers etc., each officer comply with the training or other requirements for law-enforcement officers established by the Department of Criminal Justice Services pursuant to Chapter 1 ([§9.1-100](#) et seq.) of [Title 9.1](#).

**[§ 23.1-812. Appointment of campus police officers](#)**

Upon application of the governing board of an institution, the circuit court of the county or city wherein the institution is located, in its discretion, may, by order, appoint the persons named in the application to be campus police officers at such institution.

**[§ 23.1-811. Establishment of auxiliary police forces; powers, authority and immunities generally](#)**

Establishes authorization for auxiliary police forces within public institutions of higher education.

**[§ 23.1-813. Officers to comply with requirements of Department of Criminal Justice Services](#)**

All persons appointed and employed as campus police officers or as members of auxiliary forces pursuant to this chapter shall comply with the requirements for law-enforcement officers as established by the Department of Criminal Justice Services pursuant to Chapter 1 ([§ 9.1-100](#) et seq.) of Title 9.1.

**[§53.1-120. Sheriff to provide for courthouse and courtroom security; designation of deputies for such purpose; assessment](#)**

Requires that the sheriff of a jurisdiction shall ensure that the courthouses and courtrooms within his jurisdiction are secure from violence and disruption and shall designate deputies for this purpose and authorizes any county or city, through its governing body, to assess a sum not in excess of \$10. as part of the costs in each criminal or traffic case in its district or circuit court in which the defendant is convicted of a violation of any statute or ordinance. The assessment shall be

used solely for the funding of courthouse security personnel, and, if requested by the sheriff, equipment and other personal property used in connection with courthouse security.

**§56-353. Railroad companies may appoint police agents.**

Authorizes the president or any other executive officer of any railroad company incorporated by the Commonwealth, with the approval of the circuit court under certain specific circumstances to appoint one or more police agents, who shall have authority in all cases in which the rights of such railroad company are involved to exercise all powers which can be lawfully exercised by any police officer, and any court giving such consent may at any time revoke it.

## CHAPTER 2: SPEED MEASUREMENT (RADAR AND LIDAR) OPERATOR TRAINING

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### ***I. Applicability***

- A. The Code of Virginia section [9.1-102](#) (5) authorizes the Department of Criminal Justice Services to establish compulsory minimum training standards and requirements for law-enforcement officers who utilize radar or an electrical or microcomputer device to measure the speed of motor vehicles and establish the time required for completion of training and the compulsory minimum qualifications for certification and recertification for instructors who provide speed measurement training.
- B. Prior to being authorized to perform speed measurement traffic operations utilizing Radar or LIDAR all officers shall comply with the Basic Speed Measurement Operator Training requirements which includes the following:
  1. Attend a DCJS approved speed measurement operator's course
  2. Pass the speed measurement testing
  3. Complete Field Training
- C. If Basic RADAR operator's course and LIDAR operator's course are conducted consecutively, only eight (8) hours minimum of field training is required, four (4) hours of which must be completed during nighttime hours and four (4) hours of which must be completed during daylight hours.

## **II. RADAR**

### **Section 1 – RADAR Speed Measurement Performance Outcomes and Testing Requirements**

- A. Prior to being authorized to perform speed measurement traffic operations utilizing RADAR, each officer shall complete the DCJS RADAR Basic Speed Measurement Operator Training requirements.
- B. The following are RADAR Cognitive Based and Performance Based Objectives:
  - 1. The student will identify what the acronym “RADAR” stands for.
  - 2. The student will identify the characteristics of radio waves transmitted by a police radar device, to minimally include:
    - a. The signal speed
    - b. The wave length
    - c. The frequency
  - 3. The student will identify situations when relative motion will occur, to minimally include:
    - a. If the object reflecting the energy stands still and the radar transmission source moves.
    - b. If the radar transmission source stands still and the object reflecting the energy moves.
    - c. If both the radar transmission source and the object reflecting the energy are moving.
  - 4. The student will define how the Doppler Principle must be applied to relate to police traffic radar both stationary and moving.
  - 5. The student will define the Doppler Shift.
  - 6. The student will identify how the Doppler Principle is applied to moving radar when vehicles are approaching, moving away or traveling in the same direction as the unit.
  - 7. The student will list factors that affect a radar unit's "decision" process to minimally include:
    - a. Reflective capability
    - b. Position
    - c. Speed
  - 8. The student will list the elements involved in completing a radar tracking history, to minimally include:
    - a. Visual estimation of target speed
    - b. Audio tracking
    - c. Target speed display
    - d. Patrol speed verification (moving radar only)
  - 9. The student will state what is affected by an adjustment to the radar instrument's sensitivity.
  - 10. The student will list the factors affecting radar operation (stationary and moving), to minimally include:
    - a. Interference
    - b. Multi-band Beam Cancellation Effect (radar blind spots)
    - c. Scanning Effect

- d. Panning Effect
  - e. Target speed discrimination test (same direction moving)
  - f. Patrol Speed Shadow Effect
  - g. Batching Effect
  - h. Cosine Effect
  - i. Poorly aligned antenna
  - j. Wet conditions
  - k. Turn-on Power Surge Effect (if applicable)
  - l. Mirror Switching Effect (if applicable)
11. The student will identify the "A B C" of radar assembly.
  12. The student will list the procedure for testing the radar unit
  13. The student will list the following that shall be maintained in the preparation of court testimony, to minimally include:
    - a. Site information
    - b. Device information
    - c. Enforcement Action
    - d. Test procedures and information
  14. The student will identify the instrument components, functions of specific types of radar devices available for their use, and operating procedures.
  15. The student will explain the significance of the following cases:
    - a. State v. Dantonio (18 N.J. 570 1955)
    - b. State v. Hanson (85 Wis. 2d 233 1978)
    - c. State v. Tomanelli (153 Conn. 365 1966)
    - d. Honeycutt vs. Commonwealth (408 S.W.2d 421 1966)
  16. The student will identify the elements of a speed offense to include:
    - a. Driver identification
    - b. Location
    - c. Speed
    - d. Conditions
    - e. Tracking history
    - f. Vehicle identification
- C. The following are RADAR Skill Based Performance Objectives. The student will demonstrate the following abilities:
1. Set up, test and operate their radar device.
  2. Make visual speed estimations within + or - 5 MPH in the stationary and moving modes.

**\*DENOTES THOSE OBJECTIVES WHICH REQUIRE HANDS ON PERFORMANCE!**

## **Section 2 - Field Training Radar Operator Training**

- A. In addition to classroom instruction, the officer must complete field training of a minimum of eight (8) hours of practical radar training. Four (4) of these hours must be conducted during nighttime hours, and four (4) of these hours must be conducted during daylight hours, all under the supervision of a certified radar operator. At a minimum, training will include set up, testing and operation of the unit, visual speed estimations in a stationary and

moving mode and establishing tracking histories. Documentation of compliance with field training requirements is the responsibility of the employing agency of the radar operator.

- B. To comply with these requirements, basic radar operator training shall be received in one of the following methods:
  - 1. Attendance and satisfactory completion of a radar operators course conducted by the Department of Criminal Justice Services or a certified criminal justice academy in compliance with the performance outcomes approved by the Department of Criminal Justice Services.
  - 2. Attendance and satisfactory completion of a radar operator's course conducted by a Virginia law enforcement agency and conducted by a radar instructor certified by the Department of Criminal Justice Services. The curriculum for such training must meet or exceed the requirements established by the Department of Criminal Justice Services and records of attendance, lesson plans, tests, and test results must be maintained by the agency providing such training.

### **Section 3 - RADAR Operator Testing/Retesting Criteria**

- A. To comply with these requirements, the minimum criteria to be used when conducting written testing or retesting of radar operators will include the following:
  - 1. All test questions must be directly related to the knowledge, skills and abilities described in **Section 1B of RADAR Speed Measurement Performance Outcomes and Testing Requirements** of Chapter 2, the department's radar operator policy, and the radar instrument to be used by the student.
  - 2. When grading radar operator written tests, all test questions relating to **Section 1B of RADAR Speed Measurement Performance Outcomes and Testing Requirements of Chapter 2** must be correctly answered.
- B. Only a certified radar instructor may conduct testing, retesting and grading of radar operators tests.

### **Section 4 - Radar Operator Exemptions**

- A. All out of state law enforcement officers previously trained in radar operation and newly appointed to a Virginia law enforcement agency to operate radar, who have been out of such employment less than 12 months and who have operated radar within the previous twelve months will be required to complete a retraining session for radar operators as set forth under **Section 4 C of RADAR Operator Exemptions** below.
- B. Any officer failing to successfully complete such retraining shall be treated as a newly appointed radar operator. Any officer out of such employment in excess of 12 months will be treated as a newly appointed radar operator and shall be required to meet the provisions set forth in **Section 4 A of RADAR Operator Exemptions** above.
- C. Retraining requires attendance and successful completion of a retraining session including a written test covering objectives in **Section 1 B of RADAR Speed Measurement Performance Outcomes and Testing Requirements of Chapter 2**. This retraining session must be instructed through a certified criminal justice training academy or by a Virginia law enforcement agency utilizing a radar instructor approved by the Department of Criminal Justice Services.

### **Section 5 - Radar Operator Re-Certification Requirements**

Every radar operator must meet the following recertification requirements in order to remain in compliance and authorized to operate radar:

1. Successfully passing a written examination for radar operators or completing a recertification training session and successfully passing a written examination is required no later than December 31 of every third calendar year following completion of initial training. Such written test must be prepared by a certified criminal justice academy or a certified radar operator instructor and administered by the criminal justice academy, the radar instructor or another certified academy instructor.
2. Failure to pass the written examination requires the completion of a radar recertification training session and successfully passing a subsequent examination.
3. Failure to pass the written examination after completing a radar recertification training session shall require the officer to attend and satisfactorily complete a DCJS RADAR Basic operator's course.

### **Section 6 - Radar Speed Measurement Instructor Requirements**

- A. All instructors providing radar instruction must meet the regulatory requirements established in *6VAC-20-80 Rules Relating to Certification of Criminal Justice Instructors and Virginia Department of Criminal Justice Services Compulsory Minimum Training Standards and Requirements*.
- B. To comply with these requirements, radar instructor training may be obtained by attending and satisfactorily completing a training course specifically designed for radar instructors which has been approved by the Virginia Department of Criminal Justice Services.

## **III. LIDAR**

### **Section 1- LIDAR Speed Measurement Performance Outcomes and Testing Requirements**

- A. Prior to being authorized to perform speed measurement traffic operations utilizing LIDAR, each officer shall complete the DCJS LIDAR Basic Speed Measurement Operator Training requirements.
- B. The following are LIDAR Cognitive Based Performance Objectives:
  1. The student will define the acronyms "LIDAR" and "LASER".
  2. The student will define the speed LASER light travels.
  3. The student must be able to identify the scientific principles of LIDAR.
  4. The student will list the elements involved in completing a LIDAR tracking history, to include, at a minimum:
    - a. Visual Observation
      - 1) Identify target
      - 2) Estimate speed
      - 3) Estimate range
      - 4) Check environment
    - b. Audio Confirmation
      - 1) Clarity of audio

- 2) Target acquisition tone
    - c. Target Speed Confirmation
      - 1) Steady or multiple readouts
      - 2) Readout consistent with visual and audio estimate
  - 5. The student will list the factors affecting LIDAR operation, to include:
    - a. Law enforcement radio RFI
    - b. Lighting devices RFI
    - c. Electrical lines RFI
    - d. Sweep
    - e. Windshield obstruction
    - f. Weather
    - g. Low voltage
    - h. Cosine effect
  - 6. The student will list the procedure for testing the LIDAR unit.
  - 7. The student will list the following information that shall be maintained in the preparation of court testimony, to include:
    - a. Site information
    - b. Device information
    - c. Enforcement action
    - d. Test procedures and information
  - 8. The student will identify the elements of a speed offense to include:
    - a. Driver identification
    - b. Location
    - c. Speed
    - d. Conditions
    - e. Tracking history
    - f. Vehicle identification
- C. The following are LIDAR Skill Based Performance Objectives. The student will demonstrate the following abilities:
- 1. \*Identify the components, features and functions of specific LIDAR device(s).
  - 2. \*Set up the LIDAR device and perform pre-operational accuracy checks on specific LIDAR devices.
  - 3. \*Daily testing procedure for the particular unit being used
  - 4. \*Operate the LIDAR device (A visual inspection of the instrument, installation and accuracy check are pre-operational considerations.)
  - 5. \*Make visual speed estimations within + or - 5 MPH
  - 6. \*Properly operate the LIDAR speed measurement device
  - 7. \*Demonstrate the ability to identify a violator and corroborate a speed estimate with the assigned LIDAR device.

**\*DENOTES THOSE OBJECTIVES WHICH REQUIRE HANDS ON PERFORMANCE!**

## **Section 2 – Field Training Lidar Operator Training**

- A. In addition to classroom instruction, the officer must complete field training of a minimum of eight (8) hours of practical LIDAR training. Four (4) of these hours must be conducted during nighttime hours, and four (4) of these hours must be conducted during daylight hours, all under the supervision of a certified LIDAR operator. At a minimum, training will

include set up, testing and operation of the unit, visual speed estimations and establishing tracking histories. Documentation of compliance with field training requirements is the responsibility of the employing agency of the LIDAR operator.

- B. To comply with these requirements, basic LIDAR operator training shall be received in one of the following methods:
  - 1. Attendance and satisfactory completion of a LIDAR operator's course conducted by the Department of Criminal Justice Services or a certified criminal justice academy in compliance with the performance outcomes approved by the Department of Criminal Justice Services.
  - 2. Attendance and satisfactory completion of a LIDAR operator's course conducted by a Virginia law enforcement agency and conducted by a LIDAR instructor certified by the Department of Criminal Justice Services. The curriculum for such training must meet or exceed the requirements established by the Department of Criminal Justice Services and records of attendance, lesson plans, tests, and test results must be maintained by the agency providing such training.

### **Section 3 - Lidar Operator Testing/Retesting Criteria**

- A. To comply with these requirements, the minimum criteria to be used when conducting written testing or retesting of LIDAR operators will include the following:
  - 1. All test questions must be directly related to the knowledge, skills and abilities described in **Section 1 -LIDAR Speed Measurement Performance Outcomes and Testing Requirements**, the department's LIDAR operator policy, and the LIDAR instrument to be used by the student.
  - 2. When grading LIDAR operator written tests, all test questions relating to **Section 1 - LIDAR Speed Measurement Performance Outcomes and Testing Requirements** must be correctly answered.
- B. Only a certified LIDAR instructor may conduct testing, retesting and grading of LIDAR operators tests.

### **Section 4 - Lidar Operator Exemptions**

- A. All out of state law enforcement officers previously trained in LIDAR operation and newly appointed to a Virginia law enforcement agency authorized to operate LIDAR, who have been out of such employment less than twelve (12) months and who have operated LIDAR within the previous twelve months will be required to complete a retraining session for LIDAR operators as set forth under **Section 4 C of LIDAR Operator Exemptions below**.
- B. Any officer failing to successfully complete such retraining shall be treated as a newly appointed LIDAR operator. Any officer out of such employment in excess of twelve (12) months will be treated as a newly appointed LIDAR operator and shall be required to meet the provisions set forth in **Section 4 A of LIDAR Operator Exemptions above**.
- C. Retraining requires attendance and successful completion of a retraining session including a written test covering objectives **Section 1- LIDAR Speed Measurement Performance Outcomes and Testing Requirements**. This retraining session must be instructed through a certified criminal justice training academy or by a Virginia law enforcement agency utilizing a LIDAR instructor approved by the Department of Criminal Justice Services.

## **Section 5 - LIDAR Operator Re-certification Requirements**

- A. Every LIDAR operator must meet the following retraining requirements in order to remain in compliance and authorized to operate LIDAR:
  - 1. Successfully passing a written examination for LIDAR operators or completing a recertification training session and successfully passing a written examination is required no later than December 31 of every third calendar year following completion of initial training. Such written test must be prepared by a certified criminal justice academy or a certified LIDAR operator instructor and administered by the criminal justice academy, the LIDAR instructor or another certified academy instructor.
  - 2. Failure to pass the written examination requires the completion of a LIDAR recertification training session and successfully passing a subsequent examination.
  - 3. Failure to pass the written examination after completing a LIDAR recertification training session shall require the officer to attend and satisfactorily complete a LIDAR operator's course.
- B. LIDAR retraining and retesting may be completed concurrently with radar retraining and testing.

## **Section 6 - LIDAR Instructor Requirements**

- A. All instructors providing LIDAR instruction must meet the regulatory requirements established in *6VAC-20-80 Rules Relating to Certification of Criminal Justice Instructors and Virginia Department of Criminal Justice Services Compulsory Minimum Training Standards and Requirements*.
- B. To comply with these requirements, LIDAR instructor training may be received by attending and satisfactorily completing a training course specifically designed for LIDAR instructors which has been approved by the Department of Criminal Justice Services.

## **CHAPTER 3: STANDARDIZED FIELD SOBRIETY TEST TRAINING INFORMATION**

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- A. Standardized Field Sobriety Test (SFST) basic courses may be taught only by DCJS certified general instructors who have successfully completed the NHTSA/IACP-Virginia Standardized Field Sobriety Testing Basic Instructor course and a refresher training every 3 years. Academy directors are responsible for approving the instructors' credentials.
- B. Academies may set additional standards for instructors that they deem appropriate.

## **CHAPTER 4: PARTIAL IN-SERVICE CREDIT**

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- A. The Department of Criminal Justice Services may consider requests for partial in-service credit for courses conducted or sponsored by agencies or organizations outside the Virginia certified criminal justice training academy network in accordance with the requirements of 6VAC20-30 and the requirements identified within this document.

- B. Course approval requests require compliance with the following:
1. Agencies or organizations not associated with a Virginia certified criminal justice training academy may request Partial In-Service Credit (PIC) Course Eligibility by submitting such requests along with required information at least sixty (60) days prior to the training session. 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 serving certified criminal justice training academy.
  2. All requests must include; the name and address of the sponsoring agency, the name and contact information of the course director, the course dates and times and location, identification of the instructors and a brief biographical resume of each and an hour by hour agenda of the course. All information must be complete and include the required attachments. The training coordinator must ensure attendance for the entire course, maintain attendance records for a minimum of 3 years from the date of the training and must agree to have both the training and the training records open for inspection by DCJS staff. Incomplete submissions will not be processed.
- C. Individual Requests for course approval require compliance with the following:
1. The following requirements are to be utilized when assessing individual requests for partial in-service credit. Approval of partial in-service credit shall be considered in accordance with the provisions of the rules, based upon a review of the curriculum and the course content.
  2. A DCJS [PIC-1](#) Form must be submitted for individual credit. In addition to the DCJS [PIC-1](#) form, all such requests shall include a copy of the course curriculum. The course curriculum shall list the hour-by-hour break down of the agenda (inclusive of breaks and lunch), subject(s), dates, and instructor for each subject.
- D. The approval requests from agencies, organizations, and individuals shall be denied when the following occurs:
1. Requests will be denied if submitted to DCJS more than sixty (60) days following the last day of the course.
  2. In-service training credit will not be approved for any session or program that does not equal at least two contact hours (100 minutes) in duration excluding introductions, welcoming remarks, or any other administrative time.
- E. Individual Partial In-Service Credit Procedure:

Employing Agency Requirement: Upon approval of an Individual Partial In-Service Credit Request, the employing agency shall submit the approved DCJS [PIC-1](#) Form to the certified criminal justice training academy who is responsible for reporting completion of mandated training to DCJS.

- F. Certified Criminal Justice Training Academy Requirement:
1. Upon receipt of the DCJS 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 DCJS in Part B of the form.
  2. Upon completion of all in-service training requirements, the academy director will submit the individual's name to DCJS on an electronic form.

## CHAPTER 5: DISTANCE LEARNING IN-SERVICE TRAINING REQUIREMENTS

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- A. Distance learning means the acquisition of knowledge and skills through mediated information and instruction, encompassing all technologies and other forms of learning at a distance. Distance education incorporates all instructional methods and media, but the instructional delivery does not constrain the students to be physically present in the same location as the instructor.
- B. Distance Learning Training Programs may be incorporated into Academy Director approved in-service training delivered by a certified academy.
- C. Students shall be given a post-test on all Distance learning. A minimum score of 70 percent shall be attained on all tests. In accordance with [6VAC20-30-70](#) (Rules Relating to Compulsory In-Service Training Standards) sheriffs, chiefs of police and agency administrators are not required to take a post-test. This does not relinquish the responsibility of each viewer for properly using any training information obtained in accordance with any applicable law, regulation, or policy.
- D. The approving training academy shall ensure:
  - 1. Courses are monitored,
  - 2. Training records are maintained and available for inspection,
  - 3. The distance learning training is appropriate for departmental employees,
  - 4. The training is in compliance with policies and/or training standards,
  - 5. Appropriate training credit is given and reported to DCJS on the required electronic Form 41.
- E. Agency User:
  - 1. An attendance roster demonstrating attendance of the full session is required to receive partial in-service training credit.
  - 2. A user log shall be kept for all distance learning training which includes; the user's name, employee tracking number, time logged on, time logged off and name of the training program. Partial in-service training credit will only be awarded for completed training programs. If a program has multiple training segments, all segments must be completed in order to obtain in-service training credit.
  - 3. The Agency Administrator, or their designee shall obtain course information to include; subject matter, date and times the class is available, and the instructor's name and qualifications. This information shall be forwarded to the Training Academy serving their agency for approval and award of partial in-service credit.
  - 4. A post-test, answer guide, lesson plan, course objectives and other applicable instructional material must be obtained and kept on file by the Certified Training Academy serving the agency for all programs approved for partial in-service training credit.

## CHAPTER 6: IN-SERVICE CREDIT FOR COLLEGE COURSE

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- A. Officers may request in-service credit for completion of college courses. Officers must complete and submit form [CC-1](#), along with a detailed course description or syllabus provided by the college to DCJS. Form [CC-2](#) must be completed by the appropriate professor and submitted to DCJS along with [CC-1](#).
  - 1. DCJS staff will evaluate any college course submitted for credit based upon the applicability of the training to the law enforcement category for which the student is certified.
  - 2. General coursework or courses without specific application to the law enforcement category will not be approved for in-service credit.
- B. Any online college courses to be submitted for in-service credit will be subject to the rules and procedures covered in Chapter 5 of this manual for distance learning.

## CHAPTER 7: MINIMUM QUALIFICATION WAIVER REQUIREMENT

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The purpose of this policy is to ensure compliance with the statutory requirements of Section [15.2-1705](#), and to provide guidance in acting upon waiver requests. In considering requests for waiver of any minimum qualification, the Department reserves the right to place a restriction on any waiver authorized.

- A. **Citizenship:** A waiver of the citizenship requirement may be granted when an individual seeking employment as a law enforcement officer as defined by Section [9.1-101](#) of the Code of Virginia, as amended, a court security, civil process services officer with a sheriff's office or as a jailor with a sheriff's office has made application for United States citizenship and is active in the naturalization process. The Department of Criminal Justice Services reserves the right to establish the time limits for the completion of the citizenship requirement and may extend such time period based upon written request of the chief of police, sheriff or agency administrator. Requests for extension of the time required citizenship process shall be submitted prior to the expiration of anytime limit established in previous waiver responses.
- B. **Background Investigation:** Waivers of the fingerprint-based criminal history inquiry to both the Central Criminal Records Exchange and the Federal Bureau of Investigation shall not be granted.
- C. **Education:** Waivers in this category shall be given only under the most extenuating circumstances. Education waiver requests shall be fully documented explaining why it is believed the circumstances warrant a waiver. Also, the basis for approval of the waiver shall be documented and made part of the record.
- D. **Driver's License:** A waiver to possession of a valid driver license may be granted when an individual seeking employment as a chief of police, police officer, or deputy sheriff:

1. Is certified by the employing police department or sheriff's office as being employed in a capacity where a driver license will not be required, and
  2. Does not have a criminal or motor vehicle record in this state or any other state which would preclude the applicant from obtaining or possessing a driver's license.
- E. Physical Examination: The Department will not grant waivers of physical examinations. The extent of such examination is wholly within the purview of the employing agency.
- F. Age: The Department will not grant a waiver of the age requirement.
- G. Drug Testing: The Department will not grant waivers from drug testing. The drug testing requirement is wholly within the purview of the employing agency.

## CHAPTER 8: OFFICER CERTIFICATION AND DECERTIFICATION

- A. Certification
1. In accordance with [§ 15.2-1706](#) Code of Virginia, all law-enforcement officers as defined in [§ 9.1-101](#) and all jail officers as defined in [§ 53.1-1](#) must be certified through the successful completion of training at an approved criminal justice training academy to remain eligible for appointment or employment.
  2. To obtain such certification, all entry level law-enforcement officers seeking certification shall successfully complete statewide certification examinations developed and administered by the Department of Criminal Justice Services. Successful completion of the examination requires a minimum score of 70% determined by comparing the number of total correct examination answers to the total number of questions.
  3. The appointee's or employee's hiring agency must provide the DCJS verification that law-enforcement or jail officers have met the minimum standards.
- B. Decertification – Actions and offenses that result in the decertification of a certified officer are located in [§15.2-1707](#).
1. Notification, where appropriate, shall be accompanied by a copy of the judgment of conviction.
  2. As specified by [§15.2-1707](#), the Criminal Justice Services Board shall decertify such law-enforcement or jail officer. Such officer shall not have the right to serve as a law-enforcement officer within this Commonwealth until his certification has been reinstated by the Board.
  3. When a conviction has not become final, the Board may decline to decertify the officer until the conviction becomes final.
- C. Notice of Decertification and the decertification hearing shall be in compliance with [§ 15.2-1708](#) of the Code of Virginia.
- D. Final decision after request for hearing. The Board shall render a final decision within thirty days and shall notify the officer and the law-enforcement or jail agency involved, by certified mail, of the final action regarding decertification.
- E. Reinstatement after decertification. Any officer who is decertified may, after a period of not less than five years, petition the Board to be considered for reinstatement of certification.

## CHAPTER 9: TRAINING EXEMPTIONS

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### Section 1- Training Exemptions Generally

- A. The Director of the Department may exempt any law-enforcement officer or any courthouse and courtroom security officer, jail officer, dispatcher, process server, or custodial officer or corrections officer of the Commonwealth or any political subdivision who has demonstrated sensitivity to cultural diversity issues and had previous experience and training with any law-enforcement or custodial agency, from the mandatory attendance of any or all courses which are required for the successful completion of the compulsory minimum training standards established by the Board. The exemption authorized by this section shall be available regardless of any officer's date of initial employment.
- B. The following requirements are general criteria to be used when assessing requests for exemptions from training requirements:
  1. It is the intent of the Department of Criminal Justice Services (DCJS) that exemptions are to be issued based on a proficient level of knowledge, skills and abilities for the position for which an individual is employed. Applications for exemption must be requested by the Chief of Police, Sheriff, Agency Administrator or designee on the DCJS application for Training Exemption [Form W-2](#), and only upon appointment to the position for which an exemption is being requested.
  2. Where individuals with prior experience and training demonstrate adequate knowledge, skills and abilities through a testing and assessment process, they shall not be required to attend classroom training unless there is a rule or regulation in effect having such a requirement. Thus, when considering exemptions, the following requirements may apply.
- C. Applicability
  1. The exemption shall be available to all law-enforcement officers, courthouse and courtroom security officers, jail officer, dispatchers, process servers and custodial officers, and corrections officers, regardless of any officer's date of initial employment, and shall entitle the officer when exempted from mandatory attendance to be deemed in compliance with the compulsory minimum training standards, provided that the officer is otherwise qualified.
  2. An application for exemption of the compulsory minimum training standards may be considered for those individuals who have previously met minimum training standards in Virginia and have terminated that employment in excess of 24 months or criminal justice officers being employed in Virginia from another state who have previously met comparable minimum training standards.
  3. DCJS will not consider an exemption for an individual who has had certification revoked or has certification charges pending in another state.
- D. An individual who has previously met Virginia's compulsory minimum training standards for the position to which he/she is being appointed and whose last employment date is less than 24 months from the new date of appointment is **not** required to make application for a training exemption. This individual must comply with appropriate compulsory in-service training standards within 120 days of hire or appointment to maintain/reinstate compliance with compulsory minimum training standards.

- E. An individual who has previously met minimum basic training standards in another state for the position to which appointed may be eligible for an exemption to all or some of the compulsory minimum training standards.
- F. Application for exemption must be requested by the Chief of Police, Sheriff, Agency Administrator or designee on the DCJS Application for Exemption (Form [W-2](#)) and only upon appointment to the position for which the exemption is being requested.
- G. All administrative waivers become null and void upon departure of employment with the agency requesting the training exemption.

## **Section 2 - Specific Exemption Requirements for Each Profession**

- A. Law Enforcement Officer
  - 1. Exemptions for this category shall only be considered where prior law enforcement experience and training has been documented by the applicant.
  - 2. The LAW ENFORCEMENT OFFICER shall attend a certified criminal justice training academy and satisfactorily complete all coursework, including written and performance tests, for each subject that may be required by DCJS based upon consideration of the continuous certified experience of the officer prior to separation and the period of time separated from such employment. All coursework, written and performance tests that may be required by DCJS must be completed within twelve (12) months of the date of appointment. When applicable, the DCJS State Certification Exam and field training must also be also be completed within twelve (12) months of the date of appointment.
- B. Jailor/Custodial Officer
  - 1. Exemptions for this category shall only be considered where prior in-state criminal justice officer experience and training or out-of-state jailor experience and training have been documented by the applicant.
  - 2. The JAILOR/CUSTODIAL OFFICER shall attend a certified criminal justice training academy and satisfactorily complete all coursework, including written and performance tests, for each subject that may be required by DCJS based upon consideration of the continuous certified experience of the officer prior to separation and the period of time separated from such employment. All coursework, written and performance tests that may be required by DCJS must be completed within twelve (12) months of the date of appointment. The DCJS required field training must also be also be completed within twelve (12) months of the date of appointment.
- C. Court Security/Process Service Officer
  - 1. Exemptions for this category shall only be considered where prior in-state criminal justice officer experience and training or out-of-state court security officer/process server experience and training have been documented by the applicant.
  - 2. The COURT SECURITY/PROCESS SERVICE OFFICER shall attend a certified training academy and satisfactorily complete all coursework, including written and performance tests, for each subject that may be required by DCJS based upon consideration of the continuous certified experience of the officer prior to separation and the period of time separated from such employment. All coursework, written and performance tests that may be required by DCJS must be completed within twelve (12) months of the date of appointment. The DCJS required field

training must also be also be completed within twelve (12) months of the date of appointment.

D. Department of Corrections Officer

1. Exemptions for this category shall only be considered where prior state corrections officer experience and training or in-state jailor/custodial officer training and experience has been documented by the applicant.
2. The DEPARTMENT OF CORRECTIONS OFFICER shall attend a certified criminal justice training academy and satisfactorily complete all coursework, including written and performance tests, for each subject that may be required by DCJS based upon consideration of the continuous certified experience of the officer prior to separation and the period of time separated from such employment. All coursework, written and performance tests that may be required by DCJS must be completed within twelve (12) months of the date of appointment.

E. Dispatcher

1. Exemptions for this category shall only be considered where prior dispatcher experience and training has been documented by the applicant.
2. The DISPATCHER shall attend a certified criminal justice training academy and satisfactorily complete all coursework, including written and performance tests, for each subject that may be required by DCJS based upon consideration of the continuous certified experience of the officer prior to separation and the period of time separated from such employment. All coursework, written and performance tests that may be required by DCJS must be completed within twenty-four (24) months of the date of appointment. The on-the-job training must also be completed within twelve (24) months of the date of appointment.

### **Section 3 - Special Exemption Requirements**

- A. Individuals employed as a chief of police, agency administrator, or in executive level management positions wherein the duties are principally administrative shall be considered on a case-by-case basis. Requests submitted under this provision must be accompanied by appropriate written justification.
- B. Individuals whose immediate last employment was with a comparable federal criminal justice agency shall be considered in the same manner as an "out-of-state" individual.
- C. Individuals employed in one of the criminal justice occupational categories provided for herein and who otherwise would qualify for requesting an exemption but whose duties are restricted administratively by the sheriff, chief of police or agency administrator for specified reasons shall be considered on a case-by- case basis. Requests submitted under this provision must be accompanied by appropriate justification.
- D. Individuals who have been previously employed in Virginia as auxiliary police officers, part-time law enforcement officers or officers of a private police department and who have met the compulsory minimum training standards and have been hired by a Virginia criminal justice agency may make application for training exemptions.
- E. Except as otherwise noted herein, any officer employed in a category requiring satisfactory completion of compulsory minimum training standards shall meet the training requirements specified in the applicable rules.

## CHAPTER 10: DISCLOSURE OF INFORMATION

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- A. Immunity from liability in disclosing job performance information concerning former law enforcement officers is addressed in [§15.2-1709](#).
- B. Employment and training records contained in the DCJS database are personnel records exempt from disclosure pursuant to Virginia Code [§2.2-3705.1\(1\)](#) (Virginia Freedom of Information Act). Records will only be released to the officer concerned upon submission of proof of identity or to a third party, upon receipt of a signed release by the officer concerned.

## CHAPTER 11: PRE-EMPLOYMENT REQUIREMENTS

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- A. The following requirements are provided to certified criminal justice academies which allow individuals to attend mandated entry level training programs who are not currently employed by a Virginia criminal justice agency as defined by Section [9.1-101](#) of the Code of Virginia, 1950, as amended.
- B. Certified Criminal Justice Training Academy Requirements:
  - 1. The governing body of each academy shall acquire and maintain liability insurance necessary to provide coverage for the academy in the event of litigation.
  - 2. The governing body of each academy shall prepare and require each pre-employment applicant to sign a “hold harmless agreement” to limit the exposure of the certified criminal justice training academy of liability. Such signature shall be witnessed by a notary public and therefore attested to.
  - 3. Any pre-employment applicant must be at least eighteen (18) years of age.
  - 4. Each pre-employment applicant shall be provided, in writing, a copy of the certified criminal justice training academy rules of conduct and safety prior to being allowed to attend training and must sign an agreement to adhere to such rules. Each pre-employment applicant shall be advised, in writing, of disciplinary procedures and possible consequences in conjunction with any rules violation.
  - 5. Each academy shall prepare a list of additional equipment and expendable supply needs, beyond the cost of tuition, as may be required for the mandated entry-level training program the pre-employment student will be attending.
  - 6. Each academy shall prepare a document to be provided to the pre-employment applicant indicating the physical tasks which are a part of the training process and which will be required of the pre-employment student candidate.
  - 7. All requirements of applicable rules, regulations and policy established by the academy or the Criminal Justice Services Board shall be followed.
  - 8. Each certified criminal justice training academy shall establish the tuition cost(s) associated with pre-employment training.
  - 9. Each certified criminal justice training academy shall adopt a policy pertaining to reimbursement in the event of early withdrawal of a pre-employment student. The policy must address pre-employment student withdrawal, pre-employment student failure, disciplinary expulsion and any other situations which may constitute the need for a pre-employment student refund.

10. Each participating academy shall create an applicant review committee for the purpose of reviewing applications and all requirements which must be completed prior to acceptance in a pre-employment training course. The committee shall be composed of a minimum of three (3) persons excluding academy staff. It shall be the responsibility of this committee to review all potential students' applications and supporting documentation and decide eligibility to participate.
11. Each participating academy shall develop policies consistent with current state and federal laws relative to sexual harassment and the Americans with Disabilities Act. Participating academies shall develop a procedure to provide evidence that such policies have been distributed, and are understood.
12. Each participating academy shall develop a policy which details the academy responsibility to conduct residential and employment background investigations of each potential applicant to be considered for acceptance in a pre-employment training program. Minimally, the background investigation will consist of a National Crime Information Center (NCIC) and Virginia Criminal Information network (VCIN) check for criminal history.
13. Upon completion of pre-employment training, the academy director of the certified criminal justice training academy shall indicate completion of training by a pre-employment student within sixty (60) days on a Form 41.
14. Policies developed which stipulate requirements for the admission of a pre-employment applicant into approved certified criminal justice training academy training shall be distributed to the applicant prior to their making application for acceptance. The certified criminal justice training academy may choose to distribute individual policies, a memorandum of understanding which contains the contents of all policies or a fact sheet(s) which contain all required policy information.

C. Individual Applicant Requirements:

1. Virginia criminal justice agencies have various hiring requirements which may vary from agency to agency. Therefore, attendance and completion of state mandated training does not guarantee an offer of employment by a Virginia criminal justice agency.
2. The governing body of each academy shall require each pre-employment applicant to provide evidence of the following prior to admission to any entry-level training program mandated by the Criminal Justice Services Board and related to a mandated training requirement:
  - a. Pre-employment applicants must be a citizen of the United States. Such evidence shall consist of an original birth certificate issued by the state agency responsible for the issuance of such birth certificates. Copy reproductions are unacceptable. Any pre-employment applicant currently in good standing in the citizenship naturalization process may be accepted.
  - b. Pre-employment applicants must present a valid driver's license. This requirement may not apply to applicants attending training other than entry-level law enforcement.
  - c. Pre-employment applicants must have a high school education or have passed a high school equivalency examination approved by the Board of Education. This provision is optional in conjunction with the academy policy

for any individual applying to attend an entry level pre-employment dispatcher training program.

- d. The pre-employment applicant must complete a physical examination and be determined to be in good physical health and capable of completing the physical requirements as specified in the DCJS Physical Exam Policy of the entry-level training program which the applicant will be attending. The pre-employment applicant is responsible for the costs associated with any physical examination. This provision is optional in conjunction with the academy policy for any individual applying to attend an pre-employment entry level dispatcher training program.
- e. The pre-employment applicant must meet the minimum qualifications as set forth in the Code of Virginia [§ 15.2-1705](#) and have a completed criminal history check to ensure that the pre-employment student applicant has not been convicted of, or plead guilty or no contest to any of the offenses that have been identified in [§ 15.2-1705](#) of the Code of Virginia. The criminal history records check is to be conducted by a Virginia criminal justice agency and shall, at a minimum, include Virginia fingerprint based criminal history records examination. The parameters and costs for such testing shall be designated in a manner prescribed by the academy governing body. Each pre-employment applicant shall agree to sign a written release authorizing criminal history record information to be released directly to the certified criminal justice training academy to which the applicant is applying.
- f. Each pre-employment applicant shall be required to take a drug test administered by a physician or drug testing facility which shall be approved by the certified criminal justice training academy. The parameters and costs for such testing shall be designated in a manner prescribed by the academy governing body. The pre-employment applicant shall agree to report the findings of the drug test screening in a manner designated by the academy.
- g. The pre-employment applicant may be required, in accordance with written policy established by the certified criminal justice training academy, to submit to literacy testing, psychological testing or other screening devices. The parameters and costs for such testing shall be designated in a manner prescribed by the academy governing body.
- h. Each pre-employment student shall be required to sign an agreement attesting that all information provided as part of the application process is true and correct. The agreement shall include an acknowledgment by the applicant that, misleading or falsified information constitutes grounds for immediate dismissal and all training received shall be considered null and void.

D. Additional Qualifiers:

It shall be the responsibility of the Virginia criminal justice agency employing a pre-employment student graduate to ensure that the following additional requirements are met prior to employment or within twelve months of date of employment, whichever is specified:

1. Subsequent to employment, each pre-employment student graduate must comply with all field training or on the job training requirements as required by applicable

rules. No credit toward mandated field training or on the job training may be attained during pre-employment student status.

2. Prior to employment as a law enforcement officer or deputy sheriff, the chief of police, sheriff or agency administrator must ensure that the pre-employment student graduate has complied with all requirements of Section [15.2-1705](#) of the Code of Virginia.
3. Driver training and firearms training may be attended for completion of training requirements in those academies that require the applicant to have a law enforcement agency sponsoring the individual. Such training shall only be valid for the time period specified and only if the individual is subsequently employed by a Virginia criminal justice agency.
4. Subsequent to employment, each pre-employment student graduate must qualify with the firearm carried in the performance of duty. The following requirements apply:
  - a. If the individual did not attend and successfully complete firearms training as part of the approved pre-employment training course, the individual must attend an approved entry level training course, attend, and successfully complete all firearms classroom and range training.
  - b. If the individual attended and satisfactorily completed both classroom and range training in an approved pre-employment training course, the individual must meet the firearms requirements of in-service training including the safety and legal updates as well as qualifying with the handgun carried in the performance of duty on an approved in-service training course as well as qualifying with any other weapons to which the individual will have access.
5. Subsequent to employment, each pre-employment graduate must complete all behind the wheel driver training range exercises with a law enforcement vehicle or certified criminal justice training academy vehicle acceptable to the employing agency.

E. Disqualifiers:

The following are conditions which will cause the applicant/student to be immediately disqualified or removed from any pre-employment training program conducted by a certified criminal justice training academy.

1. No applicant for pre-employment student status may be accepted into an approved entry-level training program mandated by the Criminal Justice Services Board if any of the provisions of "Individual Requirements," of this policy are not met.
2. Any student found to have provided false information, misleading information or has omitted information which is required to be submitted as part of the application process shall be immediately dismissed from any pre-employment training program.
3. No applicant shall be admitted if the individual is prohibited from carrying a firearm by federal or Commonwealth law or statutory authority.

F. General Applications:

1. Successful completion of pre-employment training is valid for a period not to exceed twenty-four (24) months from the date of completion of the mandated pre-employment entry-level training program.

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2. Upon employment, the pre-employment graduate may be eligible for a training extension for completion of the field training in accordance with law.