



THE COMMONWEALTH OF VIRGINIA

Virginia Criminal Justice Training Reference Manual



Virginia Department of Criminal Justice Services

www.dcjs.virginia.gov

**Performance Outcomes, Training Objectives, Criteria and Lesson Plan Guides
for Compulsory Minimum Training Standards for *Civil Process Officers***

Performance Outcomes for CIVIL PROCESS

Professionalism

Legal

Communication

Civil Process

Defensive Tactics/Use of Force

Transportation/Driver Training

Field Training

Weapons

PROFESSIONALISM

Performance Outcome 1.1

Maintain a professional appearance with respect to clothing, grooming and equipment.

Training Objectives Related to 1.1

A. Given a practical exercise, the trainee will be inspected to meet academy standards for clothing, grooming and equipment.

Criteria: The trainee shall be tested on the following:

- 1.1.1. Professional appearance for an officer regarding clothing and grooming.
- 1.1.2. Professional appearance for an officer's personal equipment.

Lesson Plan Guide: The lesson plan shall include the following:

1. Professional appearance for an officer regarding clothing and grooming.
2. Professional appearance for an officer regarding personal equipment.
3. The importance to public perception of professionalism by presenting a well-groomed appearance for clothing and equipment.
4. The importance of establishing departmental esprit de corps by presenting a well-groomed appearance.

Performance Outcome 1.2.

Behave in a fair, positive and courteous manner with the public to develop a trust relationship and positive community relationship.

Training Objectives Related to 1.2.

Given a written exercise:

A. Identify the impact that common courtesy may have regarding the relationship between the sheriff's office and the community.

B. Identify the requirements for professionalism that impact the deputy's knowledge, skill, and ability to behave in a fair and positive manner.

Criteria: The trainee shall be tested on the following:

1.2.1. Reasons to foster a positive relationship between the sheriff's office and the public.

1.2.2. Principles that define a profession

1.2.3. Three elements of the criminal justice system and explaining these in a positive manner to the community.

1.2.3.1. Courts

1.2.3.1.1. Describe the Virginia Court System

1.2.3.1.2. Juries

1.2.3.1.2.1. Definition of petite jury, grand jury, special grand jury, and multi-jurisdictional grand jury

1.2.3.1.2.2. Qualifications to serve as a juror

1.2.3.1.2.3. Process for selecting potential jurors

1.2.3.1.2.4. Preparing the list of jurors to be summoned

1.2.3.1.3. Describe the Federal Court System

1.2.3.2. Law Enforcement

1.2.3.2.1. Describe the functions of the office of Sheriff

1.2.3.2.2. Describe the functions of the local police

1.2.3.2.3. Describe the functions of the state police

1.2.3.2.4. Describe the functions of other law enforcement agents

1.2.3.3. Corrections

1.2.3.3.1. Define and describe a local correctional facility.

1.2.3.3.2. Define a state correctional facility.

1.2.3.3.3. Explain the similarities and differences between state and local corrections.

1.2.3.3.4. Explain the relationship between state and local corrections.

1.2.4. The place of civil enforcement and criminal justice in the structure of government

1.2.5. The role of ethics

1.2.5.1. General principles of ethics

1.2.5.2. Code of Ethics

1.2.5.2.1. Deputy behavior

1.2.5.2.2. Deputy dedication

1.2.5.2.3. Career development

1.2.6. Methods of handling violations of professional, ethical or legal standards of conduct on the part of fellow deputies.

1.2.7. Positive and negative aspects of discretionary enforcement of laws, policies and procedures

1.2.8. Positive and negative influences of a criminal justice career on a deputy's personal life.

Lesson Plan Guide: The lesson plan shall include the following:

1. Reasons to foster a positive relationship between the deputy and the public.
 - a. Develop and maintain open communications between the sheriff's office and the community.
 - b. Reduce fear and mistrust by some members of the public, especially recent immigrants whose experience with law enforcement officials in other countries has been negative.
 - c. Enhance the deputy's ability to function as effectively as possible in carrying out their daily duties.
 - d. Others as may be identified and discussed.
2. Consequences that may result from a failure of common courtesy
 - a. Negative attitudes toward deputies in general may develop from the actions of one deputy.
 - b. The deputy's ability to function effectively in carrying out daily duties will diminish should the deputy become known as lacking in common courtesy and respect.
 - c. Others as may be identified.
3. Identify principles that define a profession
4. Identify the three elements of the criminal justice system
 - a. Courts
 - (1). Federal system
 - (a). U. S. District Court
 - (b). U. S. Court of Appeals for the # Circuit (example: U. S. Court of Appeals for the 4th Circuit – Virginia is in this circuit)
 - (c). U.S. Supreme Court

- (2). State system
 - (a). Magistrates
 - (b). General District Courts
 - (c). Circuit Courts
 - (d). Juries
 - 1). Definition of petit jury, grand jury, special grand jury, and multi-jurisdictional grand jury
 - 2). Qualifications to serve as a juror
 - a. Person must be a U.S. citizen
 - b. Citizen must be 18 years of age or older
 - c. Citizen must be a resident of the Commonwealth of Virginia for one year
 - d. Citizen must have resided in the county, city, or town for six (6) months
 - e. Citizen must not be adjudicated incapacitated; convicted of treason or a felony; or be a person under a disability as defined in [§8.01-348](#)
 - 3). Process of selecting potential jurors. The clerk of the court draws ballots in the presence of the judge for trials of cases for the pending term of the court (§ [8.01-348](#))
 - 4). Preparing the list of jurors to be summoned
 - a. The clerk of the court prepares an alphabetical list of names drawn and delivers attested copy of the list to the sheriff.
 - b. The list must be available in the clerk's office for inspection by counsel (§[8.01-351](#))
 - (e). Virginia Court of Appeals
 - (f). Virginia Supreme Court
- b. Law Enforcement
 - (1). Federal officers (in general)
 - (2). Sheriffs
 - (3). Police (local and state)
 - (4). Other law enforcement agents
- c. Corrections
 - (1). Local corrections (jails, detention facilities)
 - (2). State corrections

5. Identify the place of civil enforcement in the structure of government
6. Define the role of ethics in criminal justice
 - a. Identify two general principles of ethics that may assist an deputy in making ethical judgments.
 - b. Review the Law Enforcement Code of Ethics and its impact on the following:
 - (1). Deputy behavior on duty
 - (a). Reverence for the law
 - (b). Crime prevention/prevention of rules infractions
 - (c). Respect for the public
 - (d). Impartial enforcement of rules and regulations
 - (e). Attempt to use minimum force necessary to effect an arrest or restrain a subject
 - (f). Report only the truth
 - (g). Testify only the truth
 - (h). Never use public office for private gain
 - (i). Strive to perform at maximum efficiency
 - (j). Never misuse resources or confidential information
 - (2). Deputy behavior off-duty
 - (a). Practice good citizenship, i.e., youth volunteer work, assist neighbors, be active in schools, etc.
 - (b). Maintain self-control, fair play and discipline in such areas as avoiding disputes, excessive use of alcohol, prejudicial conduct or interaction with people of different ethnic, religious, sexual and similar preferences, illegal gambling and others that may be identified.
 - (3). Deputy dedication
 - (a). Self (taking care of you will help you care for others)
 - (b). Family
 - (c). Office
 - (d). Community
 - (e). State
 - (f). Country
 - (4). Career development
 - (a). In-service training and specialized training programs and courses
 - (b). Resources for individual efforts

- 1). Reading professional material related to the job
 - 2). Seeking out other criminal justice training
 - 3). Using educational resources such as college courses
 - 4). Others that may be identified
- c. Provide copies of the Code of Ethics for signature by trainees.
7. Identify methods of handling violations of professional, ethical, or legal standards of conduct on the part of fellow deputies
8. Identify the positive and negative aspects of discretionary enforcement of laws.
- a. Positive aspect: Citizens realize that they cannot manipulate a deputy.
 - b. Negative aspect: Citizens watching a deputy may think his enforcement of civil process rules is unfair if the deputy allows a prominent citizen some leeway on a civil matter that the ordinary citizen wouldn't receive.
9. Identify positive and negative influences of a criminal justice career on a deputy's personal life.
- a. Positive influences include, but are not limited to,
 - (1). Providing a role model to citizens, especially children
 - (2). Saving lives
 - (3). Preventing crime
 - (4). Safeguarding the principles of our nation as noted in the Constitution and the Bill of Rights
 - (5). Others as may be identified
 - b. Negative influences include, but are not limited to
 - (1). Constantly facing the possibility of death or serious injury
 - (2). Divorce or strains on family relationships
 - (3). Alcoholism
 - (4). Mental health problems ranging from chronic stress to depression with the possibility of suicide
 - (5). Others as may be identified
 - c. Bias
 - (1). Define bias
 - (2). Define discrimination
 - (3). Identify consequences of bias based civil process operations.
 - (4). Identify consequences of impartial enforcement of civil process service rules.
 - (5). Identify methods that a deputy may use to prevent bias from determining a court or civil process enforcement intervention.

LEGAL

Performance Outcome 2.1.

Perform the duties of a deputy sheriff in compliance with constitutional requirements and the Bill of Rights.

Training Objective Related to 2.1.

A. Given a written exercise, identify the applicability of the 1st, 4th, 6th, 8th, 13th, and 14th Amendments to the United States Constitution to civil process operations.

Criteria: The trainee shall be tested on the following:

- 2.1.1. Define Constitutional Law.
- 2.1.2. List the protections provided to citizens in the First Amendment of the U.S. Constitution.
- 2.1.3. List the protections provided to citizens in the Fourth Amendment of the U.S. Constitution.
- 2.1.4. Identify the right to an attorney afforded in the Sixth Amendment to the U.S. Constitution. No right to an attorney in a civil matter.
- 2.1.5. List the protections provided to citizens by the Eighth Amendment of the U.S. Constitution.
- 2.1.6. List the protections provided to citizens by the Fourteenth Amendment.

Lesson Plan Guide: The lesson plan shall include the following:

1. Define Constitutional Law.
2. List the protections provided in the First Amendment of the U.S. Constitution and identify how these protections apply.
 - a. Religion
 - b. Speech
 - c. Press
 - d. Association
 - e. Redress of grievances
3. List the protections provided to citizens by the Fourth Amendment of the U.S. Constitution.
 - a. Building/house searches
 - b. Person searches
 - (1). Frisk

- (2). Strip
- (3). Body cavity
- c. Seizures
 - (1). Contraband
 - (2). Evidence
- 4. Identify the right to an attorney afforded in the Sixth Amendment to the U.S. Constitution. No right to an attorney in civil matters.
- 5. List the protections of the Eighth Amendment of the U.S. Constitution.
 - a. Medical
 - b. Psychological
 - c. Safety
 - d. Others as may be identified by the instructor
- 6. List the protections provided to jail inmates by the Fourteenth Amendment.
 - a. Due process
 - (1). Substantive
 - (2). Procedural
 - b. Equal protection

Performance Outcome 2.2.

Perform the duties of a deputy court security or civil process service officer with awareness of personal and agency liability.

Training Objective Related to 2.2.

A. Given a written exercise, identify the requirements of [Title 42, United States Code Section 1983](#), [Title 18 United States Codes Sections 241](#) and [242](#), and tort law related to personal and agency liability.

B. Given a written exercise, identify how the above mentioned laws apply to court security/civil process service staff in order to perform required duties and minimize liability.

Criteria: The trainee shall be tested on the following:

- 2.2.1. Identify the levels of negligence related to tort and 1983 lawsuits.

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify the levels of negligence in relation to tort and 1983 lawsuits.
 - a. simple negligence
 - b. gross negligence

- c. deliberate indifference
- d. malicious and sadistic actions

Performance Outcome 2.3.

Perform duties of a deputy sheriff according to laws governing the office of sheriff.

Training Objective Related to 2.3.

- A. Given a written exercise, identify the sections of the Code of Virginia that relate to the jobs and responsibilities of the office of sheriff and deputy sheriffs assigned to court security/civil process.
- B. Given a written exercise, correctly identify these laws.

Criteria: The trainee shall be tested on the following:

- 2.3.1. Identify the process by which a bill becomes law in Virginia.
- 2.3.2. Identify the powers and duties of a sheriff as a constitutional officer.
- 2.3.3. Identify factors that affect the employment of a deputy sheriff.

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identify the process by which a bill becomes law in Virginia.
- 2. Identify the powers of a sheriff as a constitutional officer.
- 3. Identify factors that affect the employment of a deputy sheriff.

Performance Outcome 2.4.

Respond to request by determining whether the facts are civil or criminal.

Training Objectives Relating to 2.4.

- A. Given a written exercise, identify actions as civil or criminal matters.

Criteria: The trainee shall be tested on the following:

- 2.4.1. Define civil liability in contrast to criminal liability.
- 2.4.2. Identify the two defenses against a tort suit.
- 2.4.3. Identify and define the types of damage related to tort and 1983 lawsuits.
- 2.4.4. Evaluate facts of a situation to determine if it is a civil or criminal matter by applying the definitions of civil vs. criminal.
- 2.4.5. Identify civil matters of import to civil process staff.
 - 2.4.5.1. Habeas Corpus
 - 2.4.5.2. Contempt of Court

Lesson Plan Guide: The lesson plan shall include the following:

1. Define civil liability in contrast to criminal liability.
2. Identify the two types of defenses against a tort suit (substantive and procedural).
3. Identify and define the types of damage related to tort and 1983 lawsuits.
 - a. nominal
 - b. compensatory
 - c. punitive
4. Evaluate facts of a situation to determine if it is a civil or criminal matter by applying the definitions of civil vs. criminal. Note that Virginia is a common law state (common law still in effect except as overruled or replaced by the Code of Virginia). Identify the Code citation enabling local counties, cities and towns to establish local ordinances. (§ [15.2-1425](#)) (§[15.2-1429](#))
5. Identify civil matters of import to civil process staff.
 - a. Contempt of Court, (e.g. §[16.1-278.16](#))
 - b. Writ of Mandamus/Prohibition (rearranged)
 - c. Injunction (rearranged)

Performance Outcome 2.5.

Obtain an arrest warrant from proper authority.

Training Objectives Related to 2.5.

A. Given a written or practical exercise, identify the proper authority from whom to obtain an arrest warrant, the information that must be presented to support a warrant, and return requirements.

Criteria: The trainee shall be tested on the following:

- 2.5.1. Identify the proper authorities from which an arrest warrant may be obtained according to §[19.2-71](#) and Rule 3A:3 of the Rules of the Supreme Court of Virginia.
- 2.5.2. Identify the information that must be provided to support a warrant.
- 2.5.3. Return arrest warrant conforming to statutory requirements.

Lesson Plan Guide: The lesson plan shall include the following:

1. The proper authorities from which an arrest warrant may be obtained according to §[19.2-71](#) and Rule 3A:3 of the Rules of the Supreme Court of Virginia
 - a. Judge
 - b. Clerk of any circuit, general district, or family court
 - c. Magistrate
2. The information that must be provided to support a warrant
 - a. The crime
 - b. The facts that support probable cause

- c. How these facts relate to the suspect(s)
3. Return of arrest warrant conforming to statutory requirements
 - a. Deputy endorsement of the warrant
 - b. Return to a judicial officer with authority to grant bail

Performance Outcome 2.6.

Arrest persons with a warrant.

Training Objectives Relating to 2.6.

A. Given a written exercise, identify constitutional and statutory requirements to arrest a person with a warrant.

Criteria: The trainee shall be tested on the following:

- 2.6.1. Define arrest.
- 2.6.2. Identify the mandatory contents of a valid warrant.
- 2.6.3. Identify the territorial limitations of a deputy's power to arrest.
- 2.6.4. Identify the consequences of an illegal arrest.
- 2.6.5. Identify the process of executing an arrest warrant.

Lesson Plan Guide: The lesson plan shall include the following:

Code of Virginia, §[19.2-71](#) to §[19.2-83.1](#)

1. Define arrest.
2. Identify who may issue a warrant for the arrest of a person charged with a criminal offense.
3. Identify the mandatory contents of a valid warrant:
 - a. It shall be directed to an appropriate deputy
 - b. It shall name the accused or set forth a description by which he/she can be identified
 - c. It shall describe the offense charged with reasonable certainty
 - d. It shall command that the accused be arrested and brought before a court of appropriate jurisdiction
 - e. It shall be signed by the issuing officer
4. Identify the territorial limitations of a deputy's power to arrest.
5. Identify the consequences of an illegal arrest.
6. Identify the process of executing an arrest warrant:
 - a. Arrest the accused
 - b. Inform the accused of the offense charged and that a warrant has been issued

- c. Endorse and date the warrant
- d. Deliver a copy of the warrant to the accused as soon as possible

Performance Outcome 2.7

Arrest persons without a warrant.

Training Objective 2.7

A. Given a written exercise, identify constitutional and statutory requirements to arrest a person without a warrant.

Criteria: The trainee shall be tested on the following:

- 2.7.1. Define probable cause for an arrest.
- 2.7.2. Identify the requirement for warrantless felony arrest under §[19.2-81](#).
- 2.7.3. Identify the general requirement for a warrantless misdemeanor arrest.
- 2.7.4. Given narrative examples of arrest situations, determine if the warrantless arrest is legal.
- 2.7.5. Identify three situations whereby an deputy may make a warrantless arrest according to the Code of Virginia.
- 2.7.6. Identify the parameters for issuing a summons in lieu of arrest.
- 2.7.7. Identify a situation in which an officer may issue a summons in lieu of arrest.

Lesson Plan Guide: The lesson plan shall include the following:

Code of Virginia, §[19.2-81](#) to 19.2-83.1

1. Define probable cause for an arrest.
2. Identify the requirement for warrantless felony arrest under §[19.2-81](#).
3. Identify the general requirement for a warrantless misdemeanor arrest.
4. Given narrative examples of arrest situations, determine if the warrantless arrest is legal
5. Identify the situations whereby a deputy may make a warrantless arrest according to the Code of Virginia.
 - a. upon information that the individual is wanted in another jurisdiction through electronic messages (fax, teletype and radio messages)
 - b. assault and battery
 - c. a probation or parole violation, etc.
 - d. concealed weapon
6. Identify the Virginia State Code sections pertaining to warrantless arrests:
 - a. Escape, flight and pursuit, arrest anywhere in Commonwealth (§[19.2-77](#))

- b. Arrest by officers of other states in close pursuit (§[19.2-78](#))
 - c. Arrest without warrant authorized in certain cases (§[19.2-81](#))
 - d. Procedure for arrest without warrant (§[19.2-82](#))
7. Identify the parameters for issuing a summons in lieu of arrest.
 8. Identify a situation in which an officer may issue a summons in lieu of arrest.

Performance Outcome 2.8.

Answer questions regarding the progress of a case according to rules of privacy and security controlling access to records.

Training Objectives Relating to 2.8.

A. Given a written exercise, identify basic laws governing rules of privacy and security to control access to records.

Criteria: The trainee shall be tested on the following:

- 2.8.1. Statutes relating to criminal history records/juvenile information
- 2.8.2. Statutes relating to release of information through NCIC or VCIN
- 2.8.3. Application of the Freedom of Information Act (§[2.2-3700](#))
- 2.8.4. Application of the Government Data Collection and Dissemination Act (§[2.2-3800](#))

Lesson Plan Guide: The lesson plan shall include the following:

1. Statutes relating to criminal history records/juvenile information.
2. Statutes relating to release of information through NCIC or VCIN.
3. Review of the Virginia Freedom of Information Act (§[2.2-3700](#))
4. The Government Data Collection and Dissemination Act (§[2.2-3800](#))

Performance Outcome 2.9.

Serve mental health commitment papers.

Training Objectives Relating to 2.9.

A. Given a written exercise, identify Code of Virginia requirements for serving mental health commitment papers (emergency custody orders or temporary detention orders only).

Criteria: The trainee shall be tested on the following:

- 2.9.1. Define emergency custody orders and temporary detention orders and situations in which these would be utilized.
- 2.9.2. Identify persons having authority to issue an emergency custody order or temporary detention order.

2.9.3. Identify procedures for emergency custody order or temporary detention order return of service.

Lesson Plan Guide: The lesson plan shall include the following:

1. Definition of emergency custody orders and temporary detention orders and situations in which these would be utilized.
2. Identification of persons having authority to issue an emergency custody order or temporary detention order (judge or magistrate).
3. Procedures for emergency custody order or temporary detention order return of service.
 - a. Return service promptly to clerk's office stating the date and manner of service and to whom service was made.
4. Service of mental health commitment papers is the same as service and return of any other civil judicial process.
5. Service is not restricted but is applicable statewide ([§8.01-292](#))
6. Emergency commitments (involuntary detention), [§37.2-809](#).

Instructor Note: Advise trainees that they must identify department policy related to serving mental health commitment papers as part of their department training.

Performance Outcome 2.10.

Apply knowledge of the law to related to family abuse and protective orders.

Training Objectives Related to 2.10.

A. Given a written exercise, identify elements of the crimes related to family abuse.

Criteria: The trainee shall be tested on the following:

- 2.10.1. Define the following:
 - 2.10.1.1. family abuse
 - 2.10.1.2. family or household member
- 2.10.2. Identify provisions of protective orders for family abuse.
- 2.10.3. Identify the prohibitions in place for those subject to a protective order for family abuse.
- 2.10.4. Identify the process for executing a protective order.
- 2.10.5. Identify the procedures for victim notification relating to family abuse protective orders.

Lesson Plan Guide: The lesson plan shall include the following:

1. Definitions for the following:
 - a. family abuse

- b. household or family member
- 2. Identify provisions of protective orders for family abuse.
- 3. Identify the prohibitions in place for those subject to protective order for family abuse.
- 4. Identify the process for executing a protective order.
- 5. Identify the procedures for victim notification relating to family abuse protective orders.

Performance Outcome 2.11.

Apply knowledge of law to obtain information from a subject conforming to constitutional requirements.

Training Objectives Related to 2.11.

A. Given a written or practical exercise, identify constitutional requirements to obtain information from a subject.

Criteria: The trainee shall be tested on the following:

- 2.11.1. Identify constitutional issues related to detention and questioning of a subject.
- 2.11.2. Identify the relevant case regarding interrogation: *Miranda v. Arizona*, 384 U.S. 436 (1966)
- 2.11.3. Identify the two conditions which together trigger the necessity for Miranda warnings.
- 2.11.4. Identify the conditions by which a confession will be judged to be admissible.

Lesson Plan Guide: The lesson plan shall include the following:

- 1. The rights of an arrested person as guaranteed by the U. S. Constitution.
- 2. Identify constitutional issues related to detention and questioning of a subject.
- 3. Identify the relevant case regarding interrogation: *Miranda v. Arizona*, 384 U.S. 436 (1966)
- 4. Identify the two conditions that together trigger the necessity for Miranda warnings:
 - a. in custody **AND**
 - b. questioning/interrogation.
- 5. Identify use of consent forms and waiver forms
- 6. Identify the conditions by which a confession will be judged to be admissible.
- 7. Identify the constitutional basis for the Miranda warning and read the warning
 - a. Identify the point at which the suspect should be advised of constitutional rights.
 - b. Read the complete Miranda warning.

Performance Outcome 2.12

Conduct searches and seizures under the following conditions:

- with and without a warrant
- incident to hot pursuit
- with or without consent
- incident to arrest
- confer with the local Commonwealth's Attorney under unusual search and seizure circumstances

Training Objectives Related to 2.12

Given a written or practical exercise:

- A. Identify those search and seizure situations in which the 4th Amendment mandates a warrant.
- B. Identify search and seizure situations in which a warrantless search may be legally conducted.

Criteria: The trainee shall be tested on the following:

- 2.12.1. Identify the reason that searches generally require a warrant.
- 2.12.2. Identify the reason that search warrants must be obtained for crime scenes except in emergency circumstances.
- 2.12.3. Identify the proper authorities from which a search warrant may be obtained
 - 2.12.3.1. Judge
 - 2.12.3.2. Magistrate
 - 2.12.3.3. Other person with authority to issue criminal warrants in the jurisdiction of the place to be searched
- 2.12.4. Explain the elements of a search warrant
 - 2.12.4.1. Description of place, thing, or person to be searched
 - 2.12.4.2. Description of things or persons to be searched for
 - 2.12.4.3. The crime causing the search
 - 2.12.4.4. Thing(s) being searched for is/are evidence of the crime
 - 2.12.4.5. Any other material facts that show probable cause to issue search warrant
- 2.12.5. State facts and circumstances that would lead a reasonable person to believe the seizable items are located in the area to be searched.
- 2.12.6. Identify Code of Virginia requirements for return of search warrant
 - 2.12.6.1. Date of execution of warrant, signature, and time noted on warrant
 - 2.12.6.2. Under oath, inventory all property seized
 - 2.12.6.3. File in circuit court clerk's office within three days the search warrant, inventory, and affidavit

2.12.7. Identify requirements for warrantless search of premises or property for suspect incident to hot pursuit conforming to constitutional requirements and Code of Virginia.

2.12.7.1. Define the hot pursuit exception to warrant requirements.

2.12.7.2. Identify the circumstances that justify hot pursuit.

2.12.7.3. Define the scope of a search incident to hot pursuit.

Lesson Plan Guide: The lesson plan shall include the following:

1. Unless an exception is identified, searches require a warrant if a reasonable expectation of privacy exists.

2. Search warrants must be obtained for crime scenes except in emergency circumstances on public property, or consent is given. Jail staff do not need a search warrant for the search of an subject's person, property, or cell for security, safety or management reasons. A search related to a criminal investigation needs a search warrant with probable cause to believe the property is fruits of a crime or evidence of a crime.

3. Identify items that may be subject to asset forfeiture laws.

a. Situations where assets may be seized

(1). Anything used in substantial connection with menu, sale, or distribution of illegal drugs

(2). Anything traded or exchanged for illegal drugs

4. Identify the proper authorities from which a search warrant may be obtained according to [§19.2-52](#):

a. Judge

b. Magistrate

c. Other person with authority to issue criminal warrants in the jurisdiction of the place to be searched

5. Examine a sample affidavit according to [§19.2-54](#) covering:

a. Description of place, thing, or person to be searched

b. Description of things or persons to be searched for

c. The crime causing the search

d. Thing(s) being searched for is/are evidence of the crime

e. Any other material facts that show probable cause to issue search warrant

6. State facts and circumstances that would lead a reasonable person to believe the seizable items are located in the area to be searched.

7. Return search warrant conforming to Code of Virginia [§19.2-57](#) requirements:

a. Date of execution of warrant, signature, and time noted on warrant

b. Under oath, inventory all property seized

c. File in circuit court clerk's office within three days the search warrant, inventory, and affidavit

8. Identify requirements for warrantless search of premises or property for suspect incident to hot pursuit conforming to constitutional requirements and Code of Virginia § [19.2-59](#).

- a. Define the hot pursuit exception to warrant requirements.
- b. Identify the circumstances that justify hot pursuit.
- c. Define the scope of a search incident to hot pursuit.

Performance Outcome 2.13.

Frisk or search a subject.

Training Objectives Relating to 2.13.

Given a written exercise,

- A. Identify the parameters under which a pat down of a subject may be conducted.
- B. Identify the parameters under which a search of a subject may be conducted.

Criteria: The trainee shall be tested on the following:

- 2.13.1. The elements of a detention and arrest.
- 2.13.2. The scope of the search of a person and the circumstances when the search may be extended beyond the subject.
- 2.13.3. The relevant legal principles.
 - 2.13.3.1. Terry v. Ohio (person not in custody)
 - 2.13.3.2. Bell v. Wolfish (person in custody)

Lesson Plan Guide: The lesson plan shall include the following:

1. The elements of a detention and arrest.
2. The scope of the search of a person and the circumstances when the search may be extended beyond the subject.
3. The relevant legal principles.
 - a. Terry v. Ohio (person not in custody)
 - b. Bell v. Wolfish (person in custody)

Performance Outcome 2.14.

Identify, establish custody of, and record a chain of custody for evidence, seized or detained property, or recovered property.

Training Objectives Related to 2.14.

A. Given a written exercise, identify legal requirements to identify, establish custody of, and document a chain of custody for evidence, seized or detained property, or recovered property.

Criteria: The trainee shall be tested on the following:

- 2.14.1. Define evidence.
- 2.14.2. Define the types of evidence.
- 2.14.3. Define the chain of custody.
- 2.14.4. Identify the minimum tests that an item of evidence must successfully pass before admission to any criminal court.
- 2.14.5. Identify methods used for initially considering that an item may be evidence.
- 2.14.6. Identify procedure to establish and track chain of custody of evidence.
 - 2.14.6.1. Establish custody by marking with proper tags and securing or protecting.
 - 2.14.6.2. Document all persons handling the evidence or property during recovery, removal, transport, storage, and release.

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Define evidence.
- 2. Define the types of evidence.
 - a. Documentary (written items)
 - b. Trace
 - c. Real
 - d. Circumstantial
 - e. Physical
 - f. Confessions
 - g. Photographic
- 3. Define the chain of custody.
- 4. Identify the minimum tests that an item of evidence must successful pass before admission to any criminal court (Rules of Evidence)
 - a. Legal relevance
 - b. Logical relevance
- 5. Methods used to initially identify evidence
 - a. Personal observation
 - b. Discovery through a valid search warrant
- 6. Identify methods used for initially considering that an item may be evidence
- 7. Identify procedure to establish and track chain of custody of evidence

- a. Establish custody by marking with proper tags and securing or protecting
- b. Document all persons handling the evidence or property
- c. Document all persons handling the evidence or property during recovery, removal, transport, storage and release

Performance Outcome 2.15.

Identify legal basis for use of force by a deputy.

Training Objective Related to 2.15.

A. Given a written exercise, identify elements of case law and statutory law pertaining to use of force by officers in the performance of duty.

Criteria: The trainee shall be tested on the following:

- 2.15.1. Preservation of life: Case law
- 2.15.2. Preservation of property
- 2.15.3. Enforcing regulations
- 2.15.4. Preventing escapes
- 2.15.5. Enforcing valid orders

Lesson Plan Guide: The lesson plan shall include the following:

Case law pertaining to use of force by deputies in the performance of duty.

1. Preservation of life
 - a. Case law
 - (1). *Graham v. Connor* (applies rules of Constitutional amendment most closely associated with the status of the subject of force)
 - (2). *Tennessee v. Garner* (applies the objective reasonableness test)
2. Preservation of property
3. Enforcing regulations
4. Preventing escapes
5. Enforcing valid orders

Performance Outcome 2.16.

Identify the circumstances under which a person is fingerprinted.

Training Objectives Relating to 2.16.

Given a written exercise:

- A. Identify the circumstances under which a subject shall be fingerprinted.
- B. Identify requirements related to fingerprinting juveniles.

Criteria: The trainee shall be tested on the following:

- 2.16.1. The circumstances under which a suspect should be fingerprinted
 - 2.16.1.1. Charged with a felony
 - 2.16.1.2. Charged with a class I or class II misdemeanor
 - 2.16.1.3. Convicted of the above
- 2.16.2. The statutory requirements related to fingerprinting juveniles
 - 2.16.2.1. Age
 - 2.16.2.2. Type of crime
 - 2.16.2.3. Suspect in certain types of crimes
 - 2.16.2.4. Maintain juvenile fingerprint records separately from adult records
 - 2.16.2.5. Destruction of juvenile fingerprint records

Lesson Plan Guide: The lesson plan shall include the following:

- 1. The circumstances under which a suspect shall be fingerprinted (§[19.2-390](#))
 - a. Charged with a felony
 - b. Charged with a class I or class II misdemeanor
 - c. Convicted of a class I or class II misdemeanor (§[19.2-74](#))
- 2. The requirements related to fingerprinting juveniles §[16.1-299](#)
 - a. Age
 - b. Type of crime
 - c. Suspect in certain types of crimes
 - d. Maintain juvenile fingerprint records separately from adult records
 - e. Destruction of juvenile fingerprint records

COMMUNICATION

Performance Outcome 3.1.

Interview a complainant, witness, victim or subject.

Training Objective Related to 3.1.

Given a written or practical exercise,

- A. Identify factors to consider in conducting a subject interview.
- B. Interview a complainant, a witness, or a victim.

Criteria: The trainee shall be tested on the following:

For a complainant, a witness, victim or subject:

- 3.1.1. Professional demeanor
- 3.1.2. Use of open-ended questions
- 3.1.3. Recording of information necessary to complete a report

Lesson Plan Guide: The lesson plan shall include the following:

For a complainant, a witness or a victim:

- 1. Professional demeanor
- 2. Use of open-ended questions
- 3. Information necessary to complete a report
- 4. Complainants and witnesses should be interviewed separately and early in the incident.
- 5. Statements are made under conditions that provide for no duress, threats, or promises.
- 6. The focus is on details that bring out the facts of the incident and build on these.
- 7. Complainants and witnesses are informed that they may be re-interviewed later for information that they may not remember at the moment or about information subsequently developed.
- 8. Complainants and witnesses are thanked for their information and/or assistance.
- 9. Identify when/if interview shifts from an interview to an interrogation or becomes accusatory.

Performance Outcome 3.2.

Calm emotionally upset individuals, and communicate an emergency message.

Training Objective Related to 3.2.

A. Given a practical exercise, use techniques of positive verbal skills and body language to talk with people who are emotionally upset in a manner to calm them, or to communicate an emergency message.

Criteria: The trainee shall be tested on the following:

- 3.2.1. Voice
 - 3.2.1.1. Volume
 - 3.2.1.2. Tone
 - 3.2.1.3. Control

- 3.2.2. Body stances
- 3.2.3. Suggest resources for the subject (pastors, counseling services, mental health, etc.)
- 3.2.4. Notify supervisor and follow-up if necessary.
- 3.2.5. Document all proceedings, if necessary and/or as agency policy and procedure require.

Lesson Plan Guide: The lesson plan shall include the following:

1. Facial expressions
2. Body stances
3. Eye contact
4. Voice
 - a. volume
 - b. tone
 - c. control
5. Language use
6. Suggest resources for the subject (chaplain, counseling services, mental health, etc.)
7. Notify supervisor and follow-up if necessary.
8. Document all proceedings, if necessary and/or as agency policy and procedure require.

Performance Outcome 3.3.

Use crisis communication techniques as appropriate (hostile/confrontational persons). Maintain calm and prevent a situation from becoming worse.

Training Objectives Related to 3.3.

A. Given a written or practical exercise, define negotiation, mediation, and arbitration and identify or demonstrate the steps of each conflict management technique.

Criteria: The trainee shall be tested on the following:

- 3.3.1. Evaluation of the conflict or crisis scene
- 3.3.2. Maintaining officer safety precautions
- 3.3.3. Use of calming language
 - 3.3.3.1. Giving appropriate attention to hostile/confrontational person
 - 3.3.3.2. Transitioning to conflict resolution methods
- 3.3.4. Definition of negotiation, mediation, and arbitration.
- 3.3.5. Identifying the steps involved in each type of the above conflict management techniques.
- 3.3.6. Negotiating, mediating or arbitrating the conflict or crisis situation

Lesson Plan Guide: The lesson plan shall include the following:

1. Evaluation of the conflict or crisis scene
2. Maintaining safety precautions
3. Use of calming language
 - a. Giving appropriate attention to hostile/confrontational person
 - b. Transitioning to conflict resolution methods
4. Definition of mediation, negotiation and arbitration.
 - a. Mediation is the process of using a neutral third party to serve as an intermediary or conciliator between persons or sides in order to bring about an agreement or resolve a dispute. The aim is to help disputants arrive at their own solution.
 - b. Negotiation is the process of conferring, discussing, or bargaining to reach an agreement.
 - c. Arbitration is the process of using a third party or parties to hear both sides of a dispute and make a decision regarding settlement of the dispute.
5. The steps involved in each type of the above conflict management techniques.
 - a. Mediation
 - (1). Each person states his/her position briefly to the neutral third party (deputy). They do not speak to each other directly until the mediator directs them to do so.
 - (2). The deputy elicits suggestions from the disputants as to how the problem may be solved. "There must be some way to solve this problem. Make a reasonable suggestion."
 - (3). The deputy checks each proposed solution with the other disputant until there is acceptance or compromise.
 - (4). The deputy should avoid criticizing offered solutions, even if he/she doesn't agree.
 - (5). The deputy summarizes the agreement that is reached.
 - (6). The deputy encourages the disputants to act on the solution and leaves.
 - b. Negotiation – defined as parties involved in exchanging information to gain a benefit or resolve a dispute, crisis, etc. Should be used when mediation fails.
 - (1). Each person states his/her position briefly.
 - (2). Negotiator (deputy) offers possible compromises to the disputants in a neutral, non-defensive way.
 - (3). When compromise is reached, the deputy summarizes the agreement for the parties involved and leaves.
 - c. Arbitration – defined as a third party who determines the solution to a dispute and imposes that solution on all parties involved.
 - (1). This is a last resort technique.
 - (2). Here the deputy imposes a solution on the disputants based on knowledge of the subject matter and policies of the sheriff's office related to the type of dispute they are

having.

- (a) The deputy identifies the solution that will resolve the dispute at hand.
- (b) The deputy presents the options and consequences for not agreeing to resolve the dispute as directed.
- (c) The deputy communicates his/her responsibility as a deputy if the disputants do not follow directions.
- (d) The deputy relates any applicable laws and/or policies and consequences of continued acts that break either of these.
- (e) The deputy explains clearly that the parties must comply with the law or policies or suffer the consequences.

d. Referral - this can be combined with any of the other techniques. The deputy identifies services that may be able to help the disputants (counseling, chaplain, etc.).

6. Negotiating, mediating, or arbitrating the conflict or crisis situation

- a. Identify that no physical violence has taken place. If physical violence has taken place, follow policy and procedures for the type of crime committed.
- b. Maintain all safety precautions. Back up arriving on scene must not disrupt efforts of first deputy, but should take direction and support the first deputy. Primary goal is to keep the peace and not let parties become physically violent.
- c. Diffuse the situation by separating the parties and explaining that you need to know the facts relating to the dispute. Each person will have a chance to speak, but you will set the rules for talking. (This is part of mediation.) They will be stating their positions but doing it through you. You will follow the steps outlined for mediation.
- d. If you perceive the parties are too agitated, take each to a different area (the first deputy and a backup officer need to work together to do this). This will be a negotiation.
- e. Each officer must listen carefully to the explanation by each party separately to identify what their common interest is. Ask them to identify some alternatives to which both might agree. Deputies should confer before reuniting the parties.
- f. Bring the parties back together to discuss alternatives that may resolve the dispute. They must come to an agreement on the alternative for resolving their dispute. You will summarize this and tell them they will be observed for complying with this choice.
- g. Recognize when mediation or negotiation conflict management techniques will not produce the desired result. Serve as an arbitrator in this case and make the decision for the parties following agency policy for uncooperative subjects.
- h. If conflict management techniques are producing the desired result, advise the parties they can return to their normal routine.

Performance Outcome 3.4.

Write reports.

Training Objective Related to 3.4.

A. Given a practical exercise depicting an incident, write a report.

Criteria: The trainee shall be tested on the following:

- 3.4.1. Type of offense (What)
- 3.4.2. Subject(s) information and description (Who)
- 3.4.3. Victim(s) information and description (Who)
- 3.4.4. Date/time of incident/ location (When and where)
- 3.4.5. Circumstances surrounding the incident (What and How)
- 3.4.6. Complainant/reporting party information (What and Why)
- 3.4.7. Witness(es) information (What and Why)
- 3.4.8. Action taken.

Lesson Plan Guide: The lesson plan shall include the following:

1. Types of reports used by a sheriff's office.
 - a. Logs
 - b. Forms
 - c. Incident reports
 - d. Memoranda
 - e. Letters
2. Write an incident report to include the following:
 - a. Basic data
 - (1). name(s)
 - (2) complete address
 - (3). date/time of day
 - b. Proper use of grammar
 - c. Accurate statements of facts to include quotes.
 - d. Complete and detailed representation of facts
 - e. Impartial, clear and concise language
3. Review the report to verify that answers to the questions who, what, where, when, why and how are included in the report.

Instructor Note: Emphasize to class that all written reports may be subpoenaed to court. It is critical to document in writing all factors related to an incident and present these in a professional manner that anyone may read and understand.

Performance Outcome 3.5.

Prepare for court testimony and testify in court; in a legal and an administrative proceeding; before grand juries; in criminal trials; in evidence suppression hearings; and at probable cause hearings.

Training Objective Related to 3.5.

- A. Given a written exercise, identify basic steps an officer should take to prepare for court testimony.
- B. Given a practical exercise, prepare for and demonstrate courtroom testimony

Criteria: The trainee shall be tested on the following:

3.5.1. Preparation for court testimony in general:

- 3.5.1.1. Review notes and reports
- 3.5.1.2. Consult Commonwealth or City Attorney if necessary
- 3.5.1.3. Review physical evidence and lab results
- 3.5.1.4. Ensure professional appearance
- 3.5.1.5. Formulate and articulate the facts of an assault court case

3.5.2. Preparation for testimony at a probable cause hearing:

- 3.5.2.1. Officer appears before a judge, magistrate or clerk of the court
- 3.5.2.2. Officer identifies suspect
- 3.5.2.3. Officer describes facts and circumstances that lead one to believe that a crime has been committed and the person named is the perpetrator and provides this information on an accurately completed affidavit
- 3.5.2.4. Officer swears or affirms to the accuracy of the statement before the judge, magistrate, or clerk of the court

3.5.3. Demonstrate courtroom testimony.

Lesson Plan Guide: The lesson plan shall include the following:

Related to general court testimony:

1. Knowledge of law relating to testimony, probable cause and arrest.
2. Knowledge of facts of the case (confer with prosecutor as needed)
3. Review written notes and reports
 - a. Deputy may not read notes into court testimony, but only refer to them
 - b. Time between an incident/offense and court reduces the accuracy of memory
 - c. Accurate presentation of evidence in court is critical for convictions
4. Review physical evidence and lab results
5. Prepare mentally (present facts not make judgments)
6. Prepare to use calm and professional demeanor

7. Prepare to use good English skills
8. Be aware of body language
9. Use clear and calm voice tone in speech
10. Be truthful, accurate and objective in testimony

Related to probable cause hearings:

1. Knowledge of law relating to probable cause
 - a. Definition
 - b. Who can issue a warrant
 - (1). magistrate
 - (2). judge
 - (3). clerk of the court
 - c. Elements of probable cause
 - (1). physical evidence
 - (2). witness testimony
 - (3). close proximity
 - (4). possession of a stolen item
 - (5). time between event and apprehension or recovery of property
 - (6). admission/confession/incriminating statements
2. Knowledge of Virginia Code §[19.2-72](#)
3. Knowledge of facts of the case
 - a. Date and time of the incident
 - b. Articulate facts supporting probable cause that an offense was committed
4. Written notes (reference only)
5. Prepare mentally (testify to the probable cause, do not demand a warrant)
6. Prepare to use calm and professional demeanor
7. Prepare to use good English skills
8. Be aware of body language
9. Use clear and calm voice tone in speech
10. Be truthful, accurate and objective in testimony
11. Provide accurate and complete affidavit to conclude testimony

Performance Outcome 3.6.

Verbally communicate with people with different levels of understanding.

Training Objective Related to 3.6.

A. Given a practical exercise, verbally communicate with people with awareness of different levels of understanding

Criteria: The trainee shall be tested on the following:

- 3.6.1. Identify audiences that may need the officer to adjust manner of communication
- 3.6.2. Identify adjustments that may be needed when communicating with various audiences.
 - 3.6.2.1. Persons under the influence of alcohol or drugs
 - 3.6.2.2. Culturally diverse people
 - 3.6.2.3. Persons with mental disabilities
 - 3.6.2.4. Person's suffering from dementia including Alzheimer's Disease

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify reasons to consistently use professional language and plain speaking
2. Identify audiences that may need the officer to adjust manner of communication
 - a. Juveniles of various ages
 - (1). Ways to respond to questions with age appropriate answers
 - (a). Be honest but use language the juvenile is most likely to comprehend
 - (b). Emphasize the positive in whatever the juvenile is discussing, if possible
 - b. Generational differences (person in a generation different from the deputy)
 - c. Culturally diverse people
 - (1). Determine language person speaks, if not English (if possible); obtain services of an interpreter, if possible.
 - (2). Choose a quiet environment or setting to speak, if possible
 - (3). Use a variety of terms to determine what the recipient may understand, then choose the terms most easily understood; do **NOT** use derogatory terms or language.
 - (4). Choose a rate of speech helpful to the recipient
 - (5). Use body language or gestures that enhance verbal communication
 - (6). Pronounce words clearly and accurately
 - (7). Encourage recipient to ask questions for clarification
 - d. Educated people
 - e. Uneducated people

- f. Mentally disabled people
 - g. Emotionally upset people
 - h. Physically disabled or elderly person with mobility problem
 - (1). Ask if you may be of assistance
 - (2). Ask the person the best way to assist them (if appropriate)
 - (3). Be aware of hearing impairments
 - i. Homeless people
3. Identify adjustments that may be needed when communicating with various audiences.
- a. voice tone
 - b. language use/simplification
 - c. body stances/gestures
 - d. cultural awareness
 - (1). identify the variety of cultures living in jurisdiction
 - (2). identify particular considerations of these cultures with which to be familiar that may be helpful in conducting an interview of a citizen
 - (3). identify resources to assist with language translation for the variety of cultures in the jurisdiction
 - e. facial expressions
 - f. eye contact
 - g. local customs
4. Identify conversation that helps to promote the positive services of the sheriff's office.
5. Specific audiences that may require a deputy to adjust manner of communication.
- a. Persons who are intellectually challenged
 - b. Persons with mental illness or other mental disability
 - c. Persons suffering from dementia including Alzheimer's Disease (AD).
 - (1). Identify physical, mental, behavioral symptoms and consequences of AD
 - (2). Identify situations where a person with AD may be encountered.
 - (3). Identify specific intervention techniques for managing the person with AD.
 - (4). Identify potential resources that assist in responding to persons with AD or dementia: Alzheimer's Association, Safe Return Program, Project Lifesaver.
6. Cultural awareness knowledge that may assist in adjusting communication with audiences.
- a. Define culture and cultural groupings.

- b. Define ethnicity and ethnic groups.
- c. Identify the variety of cultures living in jurisdiction.
- d. Identify the variety of cultures whose members may visit or travel through the jurisdiction.
- e. Define ethnocentrism.
- f. Define stereotype.
- g. Identify the particular considerations of the cultures with which it will help a deputy to be familiar in order to conduct an interview.
- h. Identify resources to assist with language translation for the variety of cultures in the jurisdiction.

Performance Outcome 3.7.

Manage stress professionally.

Training Objective Related to 3.7.

A. Given a written or practical exercise, identify or demonstrate the necessary skills and techniques to respond to stressful situations professionally.

Criteria: The trainee shall be tested on the following:

- 3.7.1. Define crisis, victim and stress.
- 3.7.2. Identify three stages of stress reactions.
- 3.7.3. Identify common characteristics of stress.
- 3.7.4. Identify methods of handling stress.

Lesson Plan Guide: The lesson plan shall include the following:

1. Define crisis, victim and stress.
 - a. Crisis – a crisis is a decisive or crucial time, stage or event that represents a turning point in the course of anything.
 - b. Victim – a person who is harmed by or suffers a loss through some act, condition or circumstance.
 - c. Stress is the body’s non-specific response to any demand placed on it. (Hans Seyle, M.D.)
Individuals should learn as much as possible about their individual reactions to stress as this will provide the basis for enhancing their ability to manage their stress. What are some non-specific responses that your body gives in reaction to demands you place on it?
2. Coping with crisis (stress reactions)
 - a. Five general coping behaviors
 - (1). Cognitive strategies (thinking ahead, or pre-planning how you would act if faced with a certain situation)

- (2). Verbal strategies (talking your way out of a situation)
- (3). Physical strategies (fight or flight)
- (4). Psychological defense (fight or flight)
- (5). Physiological reaction (numerous possibilities – crying, red face, clenched teeth or fists, etc.)

b. Six observable coping strategies exhibited by victims

- (1). High anxiety (emotional state at crisis impact)
- (2). Denial (can't believe it's happening)
- (3). Anger (upset because they did not deserve this)
- (4). Remorse (feeling of guilt. . .could have possibly prevented it “if only I had not. . .”)
- (5). Grief (abject sadness, helplessness, and hopelessness felt by victim)
- (6). Reconciliation – After working through grief the desire to “put it behind” and go on with life.

3. Identify three stages of stress reactions.

a. The alarm stage: This occurs when the body reacts to the stressor with a physical reaction. These include the following:

- (1). Increased breathing rate
- (2). Increased heart rate
- (3). Increased metabolism rate
- (4). Increased oxygen in the blood
- (5). Increased sugar in the blood
- (6). Increased serum lipids
- (7). Increased serum cholesterol
- (8). Increased blood flow to the muscles
- (9). Increased clotting mechanism of the blood
- (10). Decreased digestion
- (11). Decreased inflammatory response
- (12). Decreased immune response

b. The resistance stage: This occurs after the stressor is gone and the body works to repair the damage caused by stress.

c. The exhaustion stage: This occurs when stressors are prolonged and the body remains in an alarm stage condition with no time to repair itself exhaustion sets in.

4. Identify common characteristics of stress.

- a. Mental or physical tension
 - b. Sense of pressure or urgency
5. Identify methods of handling stress.
- a. Physical activity helps to manage stress. Keeping your body in good shape as a general rule gives you confidence in your physical skills and assists with mental alertness. Simple exercises to relieve muscles that may tense up from working long periods in certain positions are also helpful. Shoulder rolls, head rolls, standing, stretching, arm circles, etc., can be done periodically throughout the day to help provide some physical relief. This, in turn, helps to manage stress.
 - b. Communicate with co-workers or loved ones about the stress of a work day. Just be sure not to break confidentiality of information when doing so. Giving and receiving support through sharing stressful feelings helps in managing stress.
 - c. Recognize limits. If a situation at work is beyond your control and cannot be changed, learn to accept this.
 - d. Take care of yourself. Eat and sleep properly. Good nutrition and proper rest are important factors for everyone in managing stress. Lack of proper nutrition affects mental capability. Lack of proper rest may quickly make a person less tolerant of situations that otherwise would be manageable.
 - e. Have fun. Time for things you enjoy doing is important for relaxation and helping to keep a balanced outlook. Without this, you may react much more negatively to calls for service than is appropriate.
 - f. Breathe. Taking slow, deep breaths periodically can both help you relax and help keep you calm in a crisis situation. Use this breathing technique to aid your mental focus.
 - g. Cry. When a situation has deeply affected you, tears provide a good release for anxiety. When you have shed these, you will be better able to cope.
 - h. Use mental imagery. You can create a special, quiet place in your mind that will help you manage stress. You can go there even when you are working and use that imagery to help you get through a difficult caller or situation.
 - i. Avoid self-medication. Avoid drugs in general, but if you are taking any prescription drugs, follow the directions and do not take extras. Drugs, even non-prescription ones, can be habit forming and create more stress than they relieve.
 - j. Be positive. Focus on the good things about the world, life, and people. Negative thinking may result in negative talking and negative feelings that simply are not healthy for you, your co-workers, and your workplace. When there are differences, work in a proactive manner to resolve these.
 - k. Use positive self-talk. Think good thoughts about yourself. Give yourself a pat on the back when you've done something good. Positive thinking is one of the best tools you can use that will ultimately help you manage stress productively.
6. Identify resources that may be available to staff to help manage stress.
- a. Doctors
 - b. Faith base services

- c. Community Services Board
- d. Support services

CIVIL PROCESS

Performance Outcome 4.1.

Serve civil process and/or make proper return.

Training Objective Related to 4.1.

A. Given a written and/or practical exercise, identify different types of civil process, the proper service of each, the required return of service, and officer safety procedures.

Criteria: The trainee shall be tested on the following:

- 4.1.1. Define civil process.
- 4.1.2. Define the purpose of civil process.
- 4.1.3. Identify who may legally serve civil process.
- 4.1.4. Identify the daily procedure for obtaining civil process papers from the courts.
- 4.1.5. Identify other sources from which a Sheriff may receive civil papers for service.
- 4.1.6. Identify days on which civil process papers may not legally be served.
- 4.1.7. Identify officer safety procedures to utilize in serving civil process.
- 4.1.8. Identify persons exempt from civil process service
- 4.1.9. Identify the three (3) ways service upon a natural person may be accomplished.
- 4.1.10. Define the following legal papers:
 - 4.1.10.1. Attachment
 - 4.1.10.2. Subpoena for the production of documents/Subpoena Duces Tecum
 - 4.1.10.3. Distress warrant
 - 4.1.10.4. Garnishment
 - 4.1.10.5. Motion for judgment
 - 4.1.10.6. Notice for motion for judgment (distinguish between general district court and circuit court versions)
 - 4.1.10.7. Protective Order
 - 4.1.10.8. Show Cause Summons
 - 4.1.10.9. Summons for Unlawful Detainer
 - 4.1.10.10. Summons to Answer Interrogatories (general district court; circuit court to be

- covered in OJT)
- 4.1.10.11. Warrant in Debt
- 4.1.10.12. Warrant in Detinue
- 4.1.10.13. Witness Subpoena
- 4.1.10.14. Writ of Fieri Facias
- 4.1.10.15. Writ of Possession in Unlawful Detainer
- 4.1.10.16. Writ of Possession and Fieri Facias in Detinue
- 4.1.11. Identify types of process requiring personal service.
- 4.1.12. Identify time period for return after process is served.
- 4.1.13. Identify the period of time permitted by law for the execution of the following papers.
 - 4.1.13.1. Attachment
 - 4.1.13.2. Distress warrant
 - 4.1.13.3. Garnishment summons
 - 4.1.13.4. Writ of fieri facias
 - 4.1.13.5. Writ of possession in Unlawful Detainer
 - 4.1.13.6. Writ of possession and Fieri Facias in Detinue
- 4.1.14. Define the information that must be included on a return of process by the Deputy.
- 4.1.15. Identify the penalty for failing to make a return or making an improper return.

Lesson Plan Guide: The lesson plan shall include the following:

1. Definition of civil process. Civil process is the method by which citizens may seek a legal action from the courts for an activity in which they are somehow involved. Process is also a means whereby a court enforces obedience to its orders. Process is termed:
 - a. Original, when it is intended to compel the appearance of the defendant;
 - b. Mesne, when issued pending suit to secure the attendance of jurors and witnesses;
 - c. Final, when issued to enforce execution of a judgment.
2. Purpose of civil process.
 - a. To provide timely notice to person(s) or legal entities of pending legal action in which they are somehow involved.
 - b. To serve notice of the pending legal action in accordance with the law as it pertains to the particular legal document required by the specific legal action.
3. Who may legally serve civil process.
 - a. Any Sheriff or Deputy Sheriff
 - b. Any person eighteen (18) years of age or older who is not a party to, and has no interest in

- the controversy may serve civil process. ([§8.01-293](#))
- c. Police and High Constable and Treasurer
4. Procedure for obtaining civil process papers from the courts daily.
- a. Every court served by a Sheriff's office must be contacted daily to determine if there are any civil process papers to be served.
- b. Contact by telephone is permissible but should be made only with a regular employee of the clerk of the courts office. ([§8.01-294](#))
5. Identify other sources from which a Sheriff may receive civil process papers for service. Civil process papers may come from any court in the Commonwealth and may be directed to any Sheriff of, and executed in any county, city or town in the Commonwealth. ([§ 8.01-292](#)) Any civil papers that come to the hand of the sheriff in a lawful manner shall be served in accordance with [Title 15.2](#).
6. Identify days on which civil process may not be legally served ([§2.2-3301](#); [8.01-289](#)).
7. Identify officer safety procedures to utilize in the service of process.
- a. Identify potential safety concerns through clues that may be present on papers to serve (ex. Vicious dog suit, violent divorce action)
- b. Identify possible need for backup if you suspect service may generate high emotions or violence (ex. Removing child from home, domestic, evictions)
- c. Identify steps to be taken prior to service
- (1). Park vehicle for easy access, cover, or escape (if necessary)
 - (2). Prior to exiting vehicle at the scene, carefully scan the area to check for any threats or hazards to your safety.
 - (3). Notify with the dispatcher giving location in cases where you expect problems.
 - (4). Focus on the house and curtilage as you approach the residence paying particular attention to the doorways and windows and others persons.
 - (5). Carry the process somewhere that it cannot be seen from the residence and it will not interfere with your hands.
 - (6). When you reach the door do not stand directly in front of the door or in front of any windows. Stand by the frame of the door on the doorknob side. If possible keep the windows around or in the door under constant surveillance and listen for noises coming from inside the residence.
 - (7). When the door is opened be ready to evade or counter any threat that may present itself.
 - (8). Always be alert and expect the unexpected.
8. Identify persons exempt from civil process service. ([§8.01-327.2](#))
9. Identify three (3) ways that service upon a natural person may be accomplished.
- a. Personal service: Actual handing of the process paper to the person named therein. If a person refuses to accept service, the process paper may be dropped at his feet and the officer's

return of service will indicate that personal service was made and reflect such service.

b. Substitute service on a family member: The Deputy must ensure that the person served is:

- (1). a member of the family (husband, wife, parent, child, brother, or sister)
- (2). a regular member of the household sixteen (16) years of age or older
- (3). explained the nature of the civil process papers being served
- (4). the person served must live at the address where service is made

c. Posting on the door: Attach the civil process papers to a door that appears to be the normal entry of the abode of the person named in the process.

- (1). Use methods that do not cause damage to the door such as a hanging paper or plastic bag or a rubber band to attach the civil process papers to the door.
- (2). The date of posting and manner in which it was served should be noted on the process posted and on the return of service.

10. Define the following legal papers and their purpose

- a. Attachment
- b. Subpoena for the Production of Documents/Subpoena Duces Tecum
- c. Distress Warrant
- d. Garnishment
- e. Motion for Judgment
- f. Notice of Motion for Judgment (distinguish between general district court and circuit court versions)
- g. Protective Order
- h. Show Cause Summons
- i. Summons for Unlawful Detainer
- j. Summons to Answer Interrogatories
- k. Warrant in Debt
- l. Witness Subpoena
- m. Writ of Possession in Unlawful Detainer
- n. Writ of Fieri Facias
- o. Writ of Possession and Fieri Facias in Detinue

11. Identify types of process requiring personal service

- a. Out of state process
- b. Capias
- c. Show Cause Order (generally) not required as personal service in COV

- d. Protective Order
 - e. Injunctions
 - f. Attachment Summons on Co-defendant (business)
 - g. Garnishment Summons on Co-defendant (business)
 - h. Process for any person who is a party to the suit being served at a place of business/employment
 - i. Officer (or management personnel) of the corporation when the corporation is the defendant
 - j. Registered agent of a corporation
 - k. Partner (when an action is against the partnership)
 - l. Officers and agent of unincorporated orders, associations and common carrier
12. Identify time period for return of service after process is served. Return of service must be made to the court no more than 72 hours after service is completed. (§ [8.01-294](#))
13. Identify the time period permitted by law for the execution of civil process for the following papers:
- a. Attachment – 30 days from date of issuance. (§[8.01-541](#), [8.01-559](#))
 - b. Distress warrant – 90 days from date of issuance. (§[55-237](#))
 - c. Garnishment summons – 90 days to the issuing court, whether the court be general district or circuit. (§ [8.01-514](#)), 180 days for wage garnishments
 - d. Summons for unlawful detainer – 10 days before the return date (§[8.01-126](#))
 - e. Indemnifying bonds – 21 days to the circuit court with jurisdiction over the location in which the property resides. (§ [8.01-368](#))
 - f. Writ of Fieri Facias – 90 days to the court from which it was issued. (§[16.1-99](#)), 180 days for wage garnishments
 - g. Writ of possession and Fieri Facias in detinue – 90 days from the date of issuance to the court from which it was issued.
 - h. Writ of possession in unlawful detainer – 30 days from date of issuance.
 - i. Sales – sale made under any order, warrant or process, and no particular time for return is designated, return shall be made forthwith. (§ [8.01-499](#))
14. Define information that must be included on a deputy's return of process.
- a. That the process was served
 - b. That the service was in accordance with the law and court procedure (§[8.01-325](#))
 - c. That the return was executed by the deputy sheriff who served the process and is noted on the original copy of the process
 - d. The Deputy must sign his name and the Sheriff's name to the return

- e. The date and time service was made must be noted
- f. The manner of service, personal or substitute, must be indicated
- g. The return must include the following when substitute service is made:
 - (1). The person named in the process was not at his regular place of abode.
 - (2). The person served was at the regular place of abode and was not a temporary visitor or guest.
 - (3). The relationship to the person named as a recipient on the process.
 - (4). That the person served was sixteen (16) years of age or older
 - (5). That the nature of the process was explained to the person on whom it was served
 - (6). When substituted service is effected by posting or left with a member of the family, the original and the copy left should bear a notation as to the date and manner in which it was served. (§8.01-296, §8.01-325)

15. Penalty for failing to make a return or making an improper return. The officer may be subject to a fine, having a judgment rendered against him, or other penalty. (§16.1-101)

Performance Outcome 4.2

Halt civil process proceedings due to bankruptcy.

Training Objective Related to 4.2.

A. Given a written and/or oral exercise, identify the procedure for halting civil process proceedings due to bankruptcy.

Criteria: The trainee shall be tested on the following:

- 4.2.1. Define bankruptcy.
- 4.2.2. Identify who may file bankruptcy
- 4.2.3. Identify the four (4) different types of bankruptcy.
- 4.2.4. Identify debts that are not affected by bankruptcy.
- 4.2.5. Identify the procedure for an officer to follow when serving civil process and the debtor advises that he has filed for bankruptcy.

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Define bankruptcy. Bankruptcy is a proceeding under federal law in which a person or business declares themselves unable to meet existing obligations and:
 - a. Petitions the bankruptcy court to take what assets they have and distribute them among creditors and then cancel any unsatisfied portion of those obligations (Chapter 7)
 - b. Petitions the court to allow them time to reorganize in the prospect of being able to meet their obligation in a reasonable period, but be excused from making payments of those obligations during the reorganization time frame. (Chapter 13 and 11)

2. Who may file bankruptcy

a. Any person or business that resides in, does business in, or has property in this country may file bankruptcy.

3. The four types of bankruptcy.

a. Chapter 7 pertains to a personal debtor

b. Chapter 11 pertains to a business

c. Chapter 13 is similar to Chapter 11 but involves personal reorganization as opposed to business reorganization

d. Chapter 12 is utilized by farmers, primarily in rural areas and the Midwest

4. Debts not affected by bankruptcy.

a. Fines against debtor for criminal action

b. Alimony payments

c. Maintenance or support payments, school loans, debts obtained through fraudulent acts and taxes

5. Procedure for halting proceedings due to bankruptcy

a. Bankruptcy supersedes civil claims against a debtor since it is a federal action.

b. Mere filing for bankruptcy is not an automatic guarantee that the debtor's petition will be accepted by the court.

c. Sheriff should ask to see the debtor's claim of debtor acceptance by the Federal Bankruptcy Court.

d. If the debtor is unable to provide appropriate documentation, the Sheriff should

(1). Seek immediate legal counsel with the Commonwealth, City or County

(2). Serve the process or make the levy to protect the plaintiff's interest in the civil action, then seek immediate legal counsel.

Performance Outcome 4.3.

Notify jurors for potential jury service when assigned.

Training Objective Related to 4.3.

A. Given a written and/or oral exercise, identify the steps related to juror notification.

Criteria: The trainee shall be tested on the following:

4.3.1. Summoning a juror

4.3.1.1. Regular jury summons

4.3.1.2. Grand jury summons

4.3.2. Excusing a juror from service

4.3.3. Notification to jurors regarding rescheduling/cancellation of trials after having been summoned for a particular term

Lesson Plan Guide: The lesson plan shall include the following:

1. Summoning a juror

- a. A potential juror is summoned using the rules of service of process upon natural persons.
- b. A potential juror is served at the place of employment
- c. A potential juror is served by leaving a copy of the summons with the person in charge at the potential juror's place of employment
- d. A potential juror is served by mailing a copy of the summons to the juror at least 7 days prior to the date the juror must appear. (§8.01-298)
- e. Grand jury summonses

2. Excusing a juror from service

- a. No sheriff or any of his personnel may lawfully excuse a juror.
- b. Potential jurors must contact the court if they feel they have a lawful basis for dismissal from jury service.
- c. Only the judge may lawfully excuse a potential juror.

3. Notification to jurors of rescheduling/cancellation of trials after having been summoned for a particular trial. Once initially summoned, jurors may be notified by telephone of rescheduling/cancellation of trials.

- a. Juror questions regarding term of service, where to report, date and time to report, proper attire, and who to contact in case of an emergency should be answered.
- b. Jurors should be advised regarding any hotline numbers the court may utilize that they may call to check on the cancellation or rescheduling of trials.

Performance Outcome 4.4.

Execute levies.

Training Objective Related to 4.4.

A. Given a written or practical exercise, identify the steps involved in executing a levy.

Criteria: The trainee shall be tested on the following:

- 4.4.1. Define levy.
- 4.4.2. Define Writ of Fieri Facias.
- 4.4.3. Identify the steps to be taken by a deputy when a Writ of Fieri Facias is received.
- 4.4.4. Identify the steps to be taken by a deputy when several Writs are received on the same day.

- 4.4.5. Identify what property may be levied and/or seized under a Writ of Fieri Facias and when this must be done.
- 4.4.6. Identify types of bonds.
- 4.4.7. Identify methods to determine the value of property to be levied.
- 4.4.8. Perform basic math functions to determine total amount of property to be levied in a case scenario.
- 4.4.9. Identify the steps involved for a Sheriff's sale.
- 4.4.10. Identify information to be gathered related to animals on the premises prior to a levy.
- 4.4.11. Identify information to communicate to the defendant during and following a levy.

Lesson Plan Guide: The lesson plan shall include the following:

1. Define a levy - A levy is the act of a sheriff in subjecting a property to the satisfaction of a court judgment.
2. Define a Writ of Fieri Facias - A Writ of Fieri Facias is a legal document issued by the court that commands the deputy to make money out of the goods and chattels of the person against whom the judgment has been rendered. (§[8.01-474](#))
3. Identify the steps to be taken by the deputy when a Writ of Fieri Facias is received.
 - a. Endorse on each Writ of Fieri Facias the date and time it was received.
 - b. Note the date and time the tangible personal property of each debtor has been levied.
 - c. Leave a copy of the Writ where the levy was made on each judgment debtor or other responsible person at the premises. If no such person is present, the Writ shall be posted on the front door of such premises. (§ [8.01-487.1](#))
4. Identify the steps to be taken when several Writs are received on the same day.
 - a. That which was first delivered to the deputy, though two or more shall be received on the same day, shall be first levied and satisfied and
 - b. When several such executions are delivered to the deputy at the same time they shall be satisfied ratably. (§[8.01-488](#))
5. Ensure officer safety when entering a premise to conduct a levy or seize property under a Writ of Fieri Facias.
 - a. Do not hesitate to call for backup.
 - b. Inform dispatch of your location and situation.
 - c. Request assistance from animal control authorities when the situation warrants.
6. Identify what property may be levied on or seized under a Writ of Fieri Facias.
 - a. Current money and bank notes
 - b. Goods and chattel of the judgment debtor, except those exempt under [Title 34-26](#) and [Title 34-4](#). (Reference Poor Debtor's Act and the Homestead Act).
7. Identify when property may be seized under a Writ of Fieri Facias.

8. Bond issues.

- a. A deputy seizing property in the course of a legal action may require that the party initiating the action provide a bond sufficient to protect the deputy (and the interest of all other parties in the action) against all costs and claims that may result from the seizure. §8.01-367.
- b. Identify the plaintiff's responsibility to obtain bond that must be double the amount of the levy.
- c. Forthcoming bond: also known as defendant's bond. This is a bond posted by the defendant.
- d. Suspending bond: also known as a 3rd party bond. This is a bond that covers any 3rd party's interest in the case.

9. Determine the value of property to be levied.

a. The deputy is to make every effort to value property at fair market value and may use the following resources to assist in this:

- (1). National Automobile Dealers Association (NADA) Books (for vehicles and boats)
- (2). American Insurance Association
- (3). Personal Property Tax Records
- (4). Pawn Shop Blue Books
- (5). Replacement cost estimates
- (6). Appraisal lists by experts
- (7). Insurance adjusters

b. The deputy is under the obligation to levy sufficient property of debtor to reach the amount of the judgment or make notation that the amount of the property is insufficient to reach the judgment.

c. The deputy in no case shall make an unreasonable levy.

10. The deputy shall perform basic math functions that demonstrate knowledge of how to determine the total amount of property to be levied.

a. The deputy must be able to use basic math skills to compute payoff amounts and figure interest on levies.

b. In a case scenario, the deputy shall demonstrate the ability to figure partial year interest by division and multiplication to achieve daily rates and then figure interest for a set amount of days.

11. Identify the steps for a Sheriff's sale.

a. Deputy shall fix date, time and place for sale.

b. Deputy shall post notice at least 10 days before the date of the sale at some place near the residence of the owner of the property and two or more public places in the city or county official places of business. (§8.01-492)

c. Sale shall be to the highest bidder for cash.

- d. Sale may be adjourned from day to day if not completed on set day. (§8.01-493)
- e. Any surplus monies remaining after satisfying the execution, such surplus shall be repaid to the debtor. (§8.01-495 and 8.01-373)
- f. Deputy handling the sale must make return (accounting thereof) forthwith to the clerk of the court. (§8.01-499)

Instructor Note: Advise trainees that employees of a city, town or county may not bid on nor purchase items at a sheriff's sale of the city, town, or county of which they are an employee.

Class 1 misdemeanor. (§8.01-498)

Performance Outcome 4.5.

Serve eviction notices.

Training Objective Related to 4.5.

A. Given a written and/or practical exercise, identify the types of notice given an evictee and the method of service.

Criteria: The trainee shall be tested on the following:

- 4.5.1. Define a 5-day/30-day Notice and identify methods of service.
- 4.5.2. Define a Summons for Unlawful Detainer.
- 4.5.3. Define a Writ of Possession in Unlawful Detainer.
- 4.5.4. Identify Sheriff's obligation to give notice to the tenant.
- 4.5.5. Identify Sheriff's obligation to coordinate the eviction with the landlord before the eviction is scheduled.
- 4.5.6. Deputy safety considerations
 - 4.5.6.1. Importance of gathering information prior to eviction
 - 4.5.6.2. Use of available backup deputies
 - 4.6.6.3. Interagency communications
 - 4.5.6.4. Command presence
 - 4.5.6.5. Communication skills to minimize antagonistic responses
 - 4.5.6.6. Appropriate escalation/de-escalation regarding use of force
 - 4.5.6.7. Use of restraint procedures if necessary
 - 4.5.6.8. Effecting an arrest if necessary

Lesson Plan Guide: The lesson plan shall include the following:

1. 5-day/30-day notice.
 - a. 5-day notice is a notice that is given to tenants when the rent is in arrears. A 5-day notice is not prepared by the court, but either by the landlord or his attorney.

- (1). A 5-day notice may be served upon the tenant by the Sheriff, presented to the tenant by the landlord, or mailed to the tenant by the landlord by registered or certified mail.
 - (2). Service of a 5-day notice is in accordance with the rules for service of process on a natural person if served by the Sheriff.
 - (3). A copy of the notice should be served on all defendants involved.
 - (4). Sheriff makes his return on the original copy and gives it to either the landlord or his attorney.
- b. A 30-day Notice starts the official eviction process due to a breach of some condition of the lease.
2. Summons for Unlawful Detainer - This is an action taken by the court to summon the defendant (tenant) to appear in court for a hearing.
 - a. This summons covers the legal process for any situation in which the house, land or tenement is unlawfully detained by the person(s) in possession thereof.
 - b. The summons may be issued by the judge, magistrate or clerk.
 - c. The tenant has a right to appeal within ten days the judgment of the district court.
3. Writ of Possession in Unlawful Detainer - This Writ is an after judgment action from the court.
 - a. The Writ gives the Sheriff the authority to remove the tenant and his belongings from the premises, restoring possession of the premises to the landlord.
 - b. The tenant has a right to appeal within ten days the judgment of the district court. If tenant has been delinquent more than once in a year, the landlord may ask for immediate possession.
4. Notice to Tenant - The Sheriff must give written notice to the tenant as to the date and time of the eviction at least 72 hours before the eviction is to take place.
 - a. This notice is prepared by the Sheriff; it is not furnished by the court.
 - b. 3 – 5 days notice is deemed sufficient, but is in accordance with the code of Virginia [§8.01-470](#) or [471](#).
 - c. The date and time may be reset by the Sheriff due to inclement weather or other unforeseen circumstance.
5. Coordination with the Landlord.
 - a. The Sheriff must coordinate the eviction with the landlord to ensure the landlord is prepared to remove the tenants' possessions from the premises if necessary.
 - b. The Sheriff may cancel the eviction if the landlord fails to make such preparations or otherwise comply with the conditions imposed regarding the eviction.
6. Deputy safety considerations
 - a. Importance of gathering information prior to eviction
 - (1). Check for information regarding a prior history of violence at the residence or if outstanding warrants are on file.

- (a). Ask other deputies and check with 9-1-1 communications to see if residence has been flagged for disturbances.
 - (b). Ask if landlord has made any complaint regarding violence.
 - (2). Identify any and all subjects that may be a party to the eviction.
 - (3). Ask if the tenants have made any threats prior to the eviction.
 - (4). Identify if there are any known animals on the premises prior to the eviction and determine if there is a need to request assistance from local animal control authorities (check department policy)
- b. Use of available backup deputy(s), If needed, request backup deputies to assist in proportion to the level of threat determined by the information gathered.
- c. Interagency communication:
- (1). Advise your agency regarding the exact location of the residence and the type of order the deputy is executing.
 - (2). Advise 9-1-1 communications if the level of threat is high and request frequent deputy safety checks after arrival at the residence.
- d. Command presence: Most citizens recognize the authority of the uniform and badge and will follow the instructions of the deputy that are delivered in a straightforward, no-nonsense manner that is professional and courteous.
- e. Communication skills that minimize antagonistic responses: Some people will use vulgar language to a deputy. Vulgar language may be used as a defense by the person using it to try and retain some sense of ownership in a situation that is probably breaking them down. It may also be used to try and provoke a deputy into a physical confrontation. **DO NOT ALLOW ANOTHER PERSON'S LANGUAGE TO PROVOKE YOU.** Keep control of your voice level and tone. You may respond with a phrase such as "This type of situation isn't easy for anyone, but you need to follow my instructions to vacate this property." Repeat instructions in a controlled, professional manner.
- f. Appropriate escalation/de-escalation regarding use of force: If verbal attempts to calm people and direct them regarding the eviction do not work, the deputy may be physically assaulted. Should a person physically assault a deputy in any manner, use any appropriate defensive tactics moves to protect yourself and/or assist another deputy being assaulted.
- (1). De-escalate the situation as quickly as possible using restraint procedures.
 - (2). Determine if there are any weapons on the premises and secure same until the conclusion of the execution of process.
- g. Restraint procedures: Depending on the situation, the deputy may physically restrain a person until the person calms down and agrees to behave appropriately or may have to handcuff a person to restrain him or her. Individuals may need to be separated so that order may be restored. Individuals may need to be physically removed from the premises for the eviction to proceed.
- h. Effecting an arrest: Should an individual fail to comply with the instructions of the deputy or engage in unlawful behavior, the deputy may arrest the individual following all procedures for an arrest without a warrant.

Instructor Note: Advise trainees to identify agency policy and procedures for eviction when an outstanding warrant exists.

Performance Outcome 4.6.

Oversee removal of physical property of evictee from premises.

Training Objective Related to 4.6.

A. Given a written and/or oral exercise, identify factors to consider in overseeing removal of physical property of evictee from premises.

Criteria: The trainee shall be tested on the following:

4.6.1. Legal authority to break and enter.

4.6.2. Removal of defendant's property

Lesson Plan Guide: The lesson plan shall include the following:

1. Legal authority to break and enter. (Code of Virginia [§8.01-470](#))

a. Under Writ of Possession in Unlawful Detainer, the officer has the authority to break and enter in the daytime after notice has been given to the tenant (if he be on the premises) to restore possession to the landlord.

b. Entry may be made with a key if the landlord has one in possession.

c. A locksmith may be obtained to effect entry.

2. Review of property before eviction

a. Walk through the property to observe for animals who may need care and arrange for removal prior to locking up property.

b. Observe for weapons or illegal items on premises. Secure weapons in trunk of car until legal ownership can be established. Secure any illegal items and notify supervisor for appropriate action to be taken in accordance with department policy.

3. Removal of defendant's property

a. Property must be deposited at nearest public way.

b. Tenant has the right to remove his property from the public right of way during the twenty-four (24) hour period after eviction.

c. After twenty-four (24) hours the landlord shall remove or dispose of any personal property remaining in the public way.

d. At the landlord's request, the Sheriff shall cause the personal property to be placed in a storage area designated by the landlord, which may be the dwelling unit. The tenant then may remove his belongings from the designated area at reasonable times during the twenty-four (24) hours after the eviction, or at such other reasonable times until the landlord has disposed of the property therein.

Performance Outcome 4.7.

Observe to identify behaviors that may indicate any medical/mental health situation and use communication skills that assist in this situation.

Training Objective Related to 4.7.

A. Given a written or practical exercise, identify behaviors that may signal a medical or mental health condition.

B. Given a written or practical exercise, identify communication skills that assist in medical or mental health situations.

Criteria: The trainee shall be tested on the following:

- 4.7.1. Observe subject(s) behavior and conduct interview to determine deception, deceit, and manipulation.
- 4.7.2. Observe subject(s) for signs of drug, alcohol or other substances.
- 4.7.3. Identify abnormal and/or suspicious behavior of subject(s).
 - 4.7.3.1. Identify signs of abnormal behavior or dementia/Alzheimer's disease
 - 4.7.3.2. Identify possible danger to a deputy from subject/arrestee/citizen behaving abnormally
 - 4.7.3.3. Identify appropriate action to be taken related to abnormal behavior observed
 - 4.7.3.4. Identify procedures to follow to take into involuntary custody a person displaying behavior that gives the deputy probable cause to believe that mental illness exists using the appropriate Code of Virginia requirements.
- 4.7.4. Identify subject(s) who appear to be afraid of being victims of an assault and/or manipulation.
- 4.7.5. Identify signs and symptoms of suicide.
 - 4.7.5.1. Notify supervisor and request appropriate resources.
 - 4.7.5.2. Maintain a safe position while communicating with person and observe for weapons and the need for universal precautions in case of biohazards.
 - 4.7.5.3. Document all proceedings.

Lesson Plan Guide: The lesson plan shall include the following:

1. Behaviors that may signal a medical or mental health condition.
 - a. Observe subject(s) behavior and conduct interviews to recognize/determine deception, deceit, and manipulation.
 - b. Observe subject for signs of drug, alcohol or other substances.
 - c. Identify abnormal and/or suspicious behavior or citizen.
 - d. Examples of abnormal behaviors or dementia/Alzheimer's Disease of citizen.
 - (1). Disorders commonly responsible for abnormal behavior

- (a). Bipolar disorder
 - (b). Schizophrenia
 - (c). Severe depression
 - (d). Suicidal tendencies
 - (e). Alzheimer's/dementia
 - (f). Autism
 - (g). Mental retardation
- e. Abnormal behaviors and physical signs that may be observed by deputy
- (1). The mannerisms displayed by someone who is bipolar
 - (a). Mood swings
 - (b). Delusions of greatness/grandeur
 - (c). Rapid speech
 - (2). The mannerisms displayed by someone who has schizophrenia
 - (a). Hearing voices
 - (b). Seeing others not there in reality
 - (c). Delusions
 - (3). The mannerisms displayed by someone who is severely depressed
 - (a). Going from talkative to quiet
 - (b). Giving away their personal effects
 - (c). Extreme sadness
 - (d). Excessive sleeping
 - (e). Noncompliance with rules
 - (f). Neglect of personal hygiene
 - (4). The mannerisms displayed by someone who has suicidal tendencies
 - (a). Same as for depression
 - (b). Talking of taking his/her life
 - (c). Hoarding of medications
 - (d). Attempts at suicide
 - (5). The mannerisms displayed by someone who has Alzheimer's Disease
 - (a). Usually elderly
 - (b). "Forgetfulness"

- (c). Not understanding their situation
 - (d). Physical behaviors such as pacing, problems with walking or mobility, wandering, poor eyesight, etc.
 - (6). The mannerisms displayed by someone who is autistic
 - (a). Non-verbal
 - (b). Echolalia
 - (c). Unnatural use or association of items
 - (d). The strange verbal noises uttered
 - (e). The need for uniformity and a regular routine
 - (f). The physical movements, e.g., rocking, snapping fingers, waving hands) associated with autism
 - (g). The inability to meet personal needs
 - (7). The mannerisms displayed by someone who is intellectually challenged
 - (a). Low IQ evident in verbal and written commands
 - (b). Misunderstanding even simple commands
 - (c). Not able to do even simple tasks
 - (d). Not able to meet personal needs
 - f. Possible danger to officer from people behaving abnormally.
 - g. Appropriate sources and types of information useful in assessing subject(s) behavior
 - h. Importance of seeking help for subject(s) suffering from an emotional crisis
 - i. Appropriate action to be taken related to abnormal behavior observed
 - j. Communicate any statements or behavioral observations that indicate danger to other officers and dispatch.
 - k. Monitor those in your custody who exhibit abnormal behavior to ensure their safety and the safety of others.
2. Take into involuntary custody a subject displaying behavior that gives the deputy probable cause to believe that mental disability exists using the appropriate Code of Virginia requirements.
- a. Identify and be able to articulate conditions that assist mental health evaluators in an emergency custody order.
 - b. Identify and be able to articulate conditions for a temporary detention order.
 - c. Identify procedures for obtaining an emergency custody order or temporary detention order.
 - d. Identify procedure for securing, searching, and transporting subject(s) who meets the criteria of an emergency custody order or temporary detention order.
3. Identify subject(s) who are afraid of being victims of an assault or manipulation.

4. Identify signs and symptoms of suicidal behavior.
 - a. Notify supervisor and request appropriate resources
 - b. Maintain a safe position while communicating with person and observe for weapons and need for universal precautions in case of biohazards.
 - (1). Try to calm down the person
 - (2). Try to identify problems
 - (3). Try to intervene with person as much as possible
 - (4). Suggest resources for the person to help solve the problems
 - c. Document all proceedings.

Performance Outcome 4. 8.

Administer cardio-pulmonary resuscitation (CPR) and basic first aid.

Training Objectives Related to 4. 8.

- A. Successfully complete an approved course for cardio-pulmonary resuscitation (CPR).
- B. Successfully complete an approved course for basic first aid.
- C. Demonstrate ability to assist a person to prevent falling, move the person to a place of safety and support the person to a safe position.
- D. Successfully complete an approved course for using an automatic external defibrillator (AED).

Criteria: The trainee shall be tested on the following:

- 4.8.1. Testing provided by approved CPR course provider
- 4.8.2. Testing provided by approved basic first aid provider
- 4.8.3. Assisting a person to prevent falling, move the person to a place of safety if needed, and support the person to a safe position.
- 4.8.4. Testing provided by an approved automatic external defibrillator (AED) course provider.

Lesson Plan Guide: The lesson plan shall include the following:

1. An approved course for cardio-pulmonary resuscitation.
2. An approved course for basic first aid that covers the following at a minimum:
3. Assist a person to prevent falling, move the person to a place of safety and support the person to a safe position.
 - a. Protecting head and shoulders of person to the extent possible
 - b. Use of upper body strength
 - c. Use of base strength (hip and legs)
 - d. Use of torso/trunk strength (back and abdomen)

4. An approved course for using an automatic external defibrillator (AED).

Instructor Note: *Approving entities for First Aid/CPR instruction include the American Heart Association, American Red Cross, Virginia Department of Health, National Safety Council, American Safety & Health Institute or a program approved by the Operational Medical Director of a local Emergency Medical Services (EMS) provider.*

Performance Outcome 4.9.

Interact with the public with awareness of deputy safety.

Training Objective Related to 4.9.

A. Given a written and/or practical exercise, identify and demonstrate deputy safety procedures during interactions with the public in civil process situations.

B. Given a written and/or practical exercise, identify the steps to take persons into custody for current or outstanding criminal charges.

Criteria: The trainee shall be tested on the following:

4.9.1. Deputy safety considerations when interacting with the public.

4.9.1.1. Examine physical condition of the subject to determine any need for medical attention.

4.9.1.2. Identify high risk subject(s) such as medical, mental, suicidal, and violent/disruptive persons.

4.9.1.3. Request assistance or provide assistance (backup) to control violent or unruly citizens/arrestees.

4.9.1.4. Identify methods to secure the scene when a critical incident has occurred.

4.9.2. Identify the steps for taking persons into custody for current or outstanding criminal charges.

4.9.2.1. Serve or execute return of service for any court document.

4.9.2.2. Conduct a full search of a subject/arrestee for weapons and contraband and document chain of custody for evidence.

4.9.2.3. Summon medical staff for body cavity search.

4.9.2.4. Search and inventory any personal property and issue receipt.

Lesson Plan Guide: The lesson plan shall include the following:

1. Deputy safety considerations when supervising subject(s)/arrestee(s) in court.

a. Examine the physical condition of the subject to determine any need for medical attention.

b. Identify high risk subject(s) such as medical, mental, suicidal, and violent/disruptive persons.

c. Identify the steps needed to request assistance or provide assistance (backup) to control violent or unruly citizens/arrestees in accordance with deputy safety procedures.

2. Take persons into custody for current or outstanding criminal charges.
 - a. Explain and execute warrant on person to be taken into custody.
 - b. Place arrestee in restraints.
 - c. Move arrestee immediately from courtroom to secure area.
 - d. Perform full search of an subject/arrestee for weapons and contraband and document chain of custody for evidence per department policy.
 - e. Summon medical staff for body cavity search, if needed.
 - f. Inventory personal property, issue receipt and secure property.
 - g. Notify appropriate staff to have arrestee transported to jail.

Instructor Note: Advise trainees that a recommendation may be made by the sheriff's office regarding special security needs, i.e. restraints, extra staff, etc.

NOTE: THERE IS NO CATEGORY 5 (Investigations training) CURRENTLY REQUIRED FOR CIVIL PROCESS PERSONNEL.

DEFENSIVE TACTICS/USE OF FORCE

Performance Outcome 6.1.

Search juvenile(s), visitor(s), subject(s), arrested person(s) or inmate(s).

Training Objective Related to 6.1.

- A. Given a written exercise, identify factors to consider in conducting a search of a juvenile(s), visitor(s), subject(s), arrested person(s) or inmate.
- B. Given a practical exercise, demonstrate the technique of conducting a search of a juvenile(s), visitor(s), subject(s), arrested person(s) or inmate.

Criteria: The trainee shall be tested on the following:

- 6.1.1. Define a search
- 6.1.2. Legal requirements/conditions of types of searches
 - 6.1.2.1. Frisk
 - 6.1.2.2. Thorough clothed search
 - 6.1.2.3. Strip search
 - 6.1.2.4. Body cavity search
 - 6.1.2.5. Electronic search

- 6.1.3. Identification of those places on males and females where dangerous weapons or contraband may be concealed
- 6.1.4. Identification of concealed weapon clues
- 6.1.5. Identification of pre-assault indicators
- 6.1.6. Identification of contact and cover principles for safe approach to single and multiple subjects
- 6.1.7. Demonstrate the techniques of conducting a search.
 - 6.1.7.1. Verbal directions to give
 - 6.1.7.2. Placement of single or multiple subjects in a pre-search position
 - 6.1.7.3. Placement of single or multiple subjects in a standing, kneeling and prone search position.
 - 6.1.7.4. Control and subject security during a search.
 - 6.1.7.5. Safely retrieving and securing weapons or contraband that are identified during a search.
 - 6.1.7.6. Communicating relevant information to the cover Deputy/Jail Officer
- 6.1.8. Secure and record any items taken during a custodial search.
- 6.1.9. Use of personal protective equipment during a search.

Lesson Plan Guide: The lesson plan shall include the following:

1. Define a search
2. Legal requirements/conditions of types of searches
 - a. Frisk
 - b. Thorough clothed search
 - c. Strip search
 - d. Body cavity search
 - e. Electronic search
3. Identification of those places on males and females where dangerous weapons or contraband may be concealed
4. Identification of concealed weapon clues
5. Identification of pre-assault indicators
6. Identification of contact and cover principles for safe approach to single and multiple subjects
7. Demonstrate the techniques of conducting a search and a search.
 - a. Verbal directions to give
 - b. Placement of single or multiple subjects in a pre-search position

- c. Placement of single or multiple subjects in a standing, kneeling and prone search position.
 - d. Control and subject security during a search and a search
 - e. Safely retrieving and securing weapons or contraband that are identified during a search and a search
 - f. Communicating relevant information to the cover Deputy/Jail Officer
8. Secure and record any items taken during a custodial search.
9. Use of personal protective equipment during a search.
- a. Use latex gloves to prevent contact with potential infectious diseases.
 - b. Use mask if potential for air borne pathogen is identified.

Performance Outcome 6.2.

Restrain intoxicated, disruptive or violent individuals.

Training Objective Related to 6.2.

A. Given a practical exercise, demonstrate techniques regarding restraint of intoxicated, disruptive persons, violent individuals and/or inmate(s).

Criteria: The trainee shall be tested on the following:

- 6.2.1. Deputy/Jail Officer safety considerations
 - 6.2.1.1. Key planning elements related to isolating a disruptive individual from others
 - 6.2.1.2. Use of available backup deputies/jail officer(s)
- 6.2.2. Command presence (stance, posture, eye contact)
- 6.2.3. Communication skills to minimize antagonistic responses
- 6.2.4. Appropriate escalation/de-escalation on a force continuum
- 6.2.5. Restraint procedures
- 6.2.6. Effecting an arrest (if necessary)

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Officer safety considerations
 - a. Key planning elements related to isolating a disruptive individual from others
 - b. Use of available backup deputies/jail officer(s)
- 2. Command presence (stance, posture, eye contact)
- 3. Communication skills to minimize antagonistic responses
- 4. Appropriate escalation/de-escalation on a force continuum
- 5. Restraint procedures

6. Effecting an arrest (if necessary)

Performance Outcome 6.3.

Participate in cell and area searches.

Training Objective Related to 6.3.

A. Given a written or practical exercise, identify three considerations for participating in a cell and area searches.

Criteria: The trainee shall be tested on the following:

- 6.3.1. Importance of intelligence gathering/planning for cell and/or area searches
- 6.3.2. Pre-cell/pre-area search briefing
- 6.3.3. On-scene command and control of all cell and/or area search aspects including interagency communications.
- 6.3.4. Demonstrate techniques for cell and area searches
- 6.3.5. Chain of custody concerns
- 6.3.6. Logistical requirements
- 6.3.7. Reasons for secrecy

Lesson Plan Guide: The lesson plan shall include the following:

1. Importance of intelligence gathering/planning for cell and/or area searches
2. Pre-cell/pre-area search briefing
3. On-scene command and control of all cell and/or area search aspects
 - a. Booby trap identification
 - b. Room entry techniques (proper movement and recognition)
4. Techniques for cell and area searches
 - a. 360 degree search
 - b. Bend over/kneel to search under stationary objects (bed, behind toilets, etc.)
 - c. Grid search of areas (dividing areas into grids to search every inch)
 - d. Use of mechanical devices available in your agency to assist with searches
 - e. Demonstrate ability to extend arm to reach and search tight spaces
 - f. Hold a flashlight in various positions while performing a cell/area/building search
 - g. Identify other resources available to your agency to perform searches, i.e., bomb or drug sniffing dogs, robots, etc.
5. Chain of custody concerns

6. Logistical requirements
7. Identify reasons for secrecy (need to know basis)
8. Interagency communications, policy differences, and personnel identification
 - a. Interagency communications: Discuss the importance of communicating the situation and possible concerns to other agencies as needed and according to policy. Multi-agency efforts in appropriate situations may be utilized to quickly remedy a public safety threat.
 - b. Policy Issues: Discuss the need to have established policies to address support and shared resources in the event of a situation requiring outside agency assistance. This helps to avoid duplication or overlap of efforts and helps to minimize the potential for mistakes when a situation arises requiring multi-agency involvement.
 - c. Personnel Identification: Discuss the requirement that staff not in uniform with the agency, or with other agencies must have their agency approved identification. This helps to avoid to possibility of mistaken identity and potential injury.

Instructor Note: Advise trainees that they must identify department policy and procedures for participating in searches with multiple agencies during department training.

Performance Outcome 6.4.

Extract subject out of a vehicle and a cell.

Training Objective Related to 6.4.

A. Given a practical exercise, identify or demonstrate techniques for extracting a resisting subject out of both a transport vehicle and a cell.

Criteria: The trainee shall be tested on the following:

- 6.4.1. Deputy/jail officer safety considerations
- 6.4.2. Use appropriate extraction techniques for cell and vehicle (extract from rear of transport vehicle)
- 6.4.3. Maintain control of suspect
- 6.4.4. Use appropriate level of force
- 6.4.5. Use appropriate restraints

Lesson Plan Guide: The lesson plan shall include the following:

1. Deputy/jail officer safety considerations
2. Use extraction techniques (cell and rear of transport vehicle)
3. Maintain control of suspect
4. Use appropriate level of force
5. Use appropriate restraints

Instructor Note: Practice at least one extraction of a subject from the rear of a transport vehicle.

Performance Outcome 6.5.

Approach people on foot and from department vehicle.

Training Objective Related to 6.5.

A. Given a practical exercise, identify safe approaches to people on foot and from department vehicle.

Criteria: The trainee shall be tested on the following:

6.5.1. Evaluate risk to public and Deputy/Jail Officer

6.5.1.1. People in area/inmates in area

6.5.1.2. Easily accessed buildings/areas

6.5.1.3. Potential escape routes

6.5.1.4. Cover

6.5.1.5. Potential for situation to escalate

6.5.1.6. Back-up

6.5.2. Techniques of safe approach

Lesson Plan Guide: The lesson plan shall include the following:

1. Evaluate risk to public and Deputy/Jail Officer

- a. People in area/inmates in area
- b. Easily accessed buildings/area
- c. Potential escape routes
- d. Cover
- e. Potential for situation to escalate
- f. Back-up
- g. Other items as may be identified

2. Techniques of safe approach

- a. Observe area before approach
- b. Look for irregularities
- c. Be mindful of vehicles in area
- d. Be aware of citizens moving too closely to you
- e. Be conscious of weapon retention
- f. Be courteous but pass citizens as quickly as possible

Instructor Note: Discuss a variety of situations when inmates may be escorted outside the facility

where public contact may occur and the need for awareness and safe approach techniques.

Performance Outcome 6.6.

Identify necessary and appropriate use of force.

Training Objective Related to 6.6.

A. Given a written or practical exercise, identify the factors that affect the use of force.

B. Given a written or practical exercise, identify the factors that affect the deputy/jail officers' decision to use deadly force.

Criteria: The trainee shall be tested on the following:

6.6.1. Factors affecting the use of force

6.6.1.1. Subject actions

6.6.1.2. Intent

6.6.1.3. Ability

6.6.1.4. Means

6.6.1.5. Opportunity

6.6.1.6. Deputy/Jail Officer perception of the need for force

6.6.1.7. Situation and environmental circumstances

6.6.1.8. Deputy/Jail officer safety considerations

6.6.2. Factors affecting the use of deadly force

6.6.2.1. Likelihood of serious bodily harm or death

6.6.2.1.1. Perceived or announced intent of subject

6.6.2.1.2. Ability

6.6.2.1.3. Means

6.6.2.1.4. Opportunity

6.6.2.2. Legal criteria

6.6.3. General considerations for use of force

6.6.3.1. Key elements for appropriate response for situations or environmental circumstances where a violent or resistant reaction is foreseen, e.g., multiple deputies/jail officers/backup.

6.6.3.2. Elements of command presence (stance, posture, eye contact)

6.6.3.3. Avoiding unintentional and/or unnecessarily antagonistic and provoking verbal and nonverbal factors by the deputy/jail officer

6.6.3.4. Primary aspects of proper verbalization (invoke authority, instructions on

behavior compliance, clarity)

6.6.3.5. Appropriate escalation/de-escalation in use of force.

6.6.3.6. Application of handcuffs and additional restraints

6.6.4. Deputy will identify the use of a vehicles as a force on the force continuum.

6.6.5. Deputy will evaluate a moving target as an immediate deadly force threat and that the deputy has no alternative but to shoot at the moving target

6.6.5.1. Shooting at a moving target is the last resort available.

Example: Shooting at the driver of a moving vehicle must be the last resort available due to the possibility of the loss of control of the vehicle if the driver is shot.

6.6.6. Identify the extreme hazards to be encountered in attempting to shoot while in motion.

Example: Shooting from a moving vehicle.

6.6.6.1. The practice of shooting from a moving vehicle is in most cases not practical and places the deputy and public in severe danger.

6.6.6.2. Alternative measures should be employed by the deputy if at all possible, such as seeking cover, slowing their vehicle if being shot at by an adjacent vehicle, etc.

6.6.6.3. The danger deputies place themselves and the public in by shooting from a moving vehicle includes the reduced ability to aim a firearm at the threat and perform a fine motor skill such as directing aimed, deliberate gun-fire while operating a moving vehicle in a safe and responsible manner.

6.6.6.4. The risk to the deputy and the public must be greatly outweighed by the benefit of trying to stop a person who is an immediate deadly threat to the deputy or the public in order for an officer to make an attempt to stop that person by firing from a moving vehicle.

6.6.7. Describe reasons why warning shots should not be fired.

6.6.7.1. The discharge of a firearm normally constitutes deadly force. The deadly force standard is for the preservation of life or to prevent serious physical injury.

6.6.7.2. Shooting is normally a last resort option.

6.6.7.3. There is no ability to determine the effect of a warning shot on the person.

6.6.7.4. The deputy is accountable for where the round goes or ends up.

6.6.7.4.1. bullet may ricochet

6.6.7.4.2. deputy cannot determine where bullet will land

6.6.7.4.3. may be illegal in some circumstances.

6.6.8. Identify at least three potential deadly force scenarios.

6.6.9. Identify other alternatives that the deputy may consider using before using deadly force.

Lesson Plan Guide: The lesson plan shall include the following:

1. Factors affecting the use of force

- a. Subject actions
 - b. Intent
 - c. Ability
 - d. Means
 - e. Opportunity
 - f. Deputy/Jail Officer perception of the need for force
 - g. Situation and environmental circumstances
 - h. Deputy/Jail officer safety considerations
2. Factors affecting the use of deadly force
 - a. Likelihood of serious bodily harm or death
 - (1). Perceived or announced intent of subject
 - (2). Ability
 - (3). Means
 - (4). Opportunity
 - b. Legal criteria
3. General considerations for use of force
 - a. Key elements for appropriate response for situations or environmental circumstances where a violent or resistant reaction is foreseen, e.g., multiple deputies/jail officers/backup.
 - b. Elements of command presence (stance, posture, eye contact)
 - c. Avoiding unintentional and/or unnecessarily antagonistic and provoking verbal and nonverbal factors by the deputy/jail officer
 - d. Primary aspects of proper verbalization (invoke authority, instructions on behavior compliance, clarity)
 - e. Appropriate escalation/de-escalation on a use of force continuum
 - (1). Define use of force.
 - (2). Identify the decision making process in using force.
 - f. Application of handcuffs and additional restraints
4. Deputy will identify the use of a vehicles as a force on the force continuum.
 5. Deputy will evaluate a moving target as an immediate deadly force threat and that the deputy has no alternative but to shoot at the moving target
 - a. Shooting at a moving target is the last resort available.

Example: Shooting at the driver of a moving vehicle must be the last resort available due to the possibility of the loss of control of the vehicle if the driver is shot.

6. Identify the extreme hazards to be encountered in attempting to shoot while in motion.

Example: Shooting from a moving vehicle.

- a. The practice of shooting from a moving vehicle is in most cases not practical and places the deputy and public in severe danger.
- b. Alternative measures should be employed by the deputy if at all possible, such as seeking cover, slowing their vehicle if being shot at by an adjacent vehicle, etc.
- c. The danger deputies place themselves and the public in by shooting from a moving vehicle includes the reduced ability to aim a firearm at the threat and perform a fine motor skill such as directing aimed, deliberate gun-fire while operating a moving vehicle in a safe and responsible manner.
- d. The risk to the deputy and the public must be greatly outweighed by the benefit of trying to stop a person who is an immediate deadly threat to the deputy or the public in order for an officer to make an attempt to stop that person by firing from a moving vehicle.

7. Describe reasons why warning shots should not be fired.

- a. The discharge of a firearm normally constitutes deadly force. The deadly force standard is for the preservation of life or to prevent serious physical injury.
- b. Shooting is normally a last resort option.
- c. There is no ability to determine the effect of a warning shot on the person.
- d. The deputy is accountable for where the round goes or ends up.
 - (1). bullet may ricochet
 - (2). deputy cannot determine where bullet will land
 - (3). may be illegal in some circumstances.

8. Identify at least three potential deadly force scenarios.

9. Identify other alternatives that the deputy may consider using before using deadly force.

Instructor Note: Advise trainees that they must identify department policy related to the use of force, physical restraints, and weapons as part of department training.

Performance Outcome 6.7.

Break up fights between two or more persons.

Training Objective Related to 6.7.

A. Given a practical exercise, demonstrate techniques for breaking up fights between two or more persons during a simulation exercise.

Criteria: The trainee shall be tested on the following:

- 6.7.1. Evaluate the situation
- 6.7.2. Intervene verbally

6.7.3. Use the appropriate level of force

6.7.4. Use officer safety procedures

Lesson Plan Guide: The lesson plan shall include the following:

1. Evaluate the situation
2. Intervene verbally using communication skills and voice commands
 - (a). establish contact with the hostile persons
 - (b). ascertain the reason(s) for their hostility
 - (c). use calming techniques to reduce emotions and restore rational thought
 - (d). communicate the officer's position and responsibilities in the situation
 - (e). state any applicable laws and rules and consequences of continued acts
3. Use the appropriate level of force when verbal intervention fails.
4. Use officer safety procedures
 - (a). monitor the individuals' activities
 - (b). wait for appropriate back-up per department policy
 - (c). assess the individuals' propensity toward violence
 - (d). determine the nature of their weapons
 - (e). intervene using the quickest defensive tactics to restrain and control individuals.

Performance Outcome 6.8.

Use weaponless techniques to subdue a person resisting arrest or to control a person.

Training Objective Related to 6.8.

A. Given a written exercise, identify the psychological and physiological effects of sudden stress. (Criteria 6.8.1 and 6.8.2)

B. Given a practical exercise, demonstrate technique of approach, blocking principles to neutralize attack and weaponless techniques to subdue a person resisting arrest or to control a person. (Criteria 6.8.3, 6.8.4, 6.8.5)

Criteria: The trainee shall be tested on the following:

- 6.8.1. Identification of psychological and physiological effects of sudden stress related to each effect and reaction using an anatomical chart or volunteer
- 6.8.2. Identification of basic principles and fundamentals of defensive tactics
 - 6.8.2.1. target identification
 - 6.8.2.2. access to target

- 6.8.3. Demonstration of technique of approach
- 6.8.4. Demonstration of blocking principles designed to neutralize attack
 - 6.8.4.1. low outside
 - 6.8.4.2.. low inside
 - 6.8.4.3. middle outside
 - 6.8.4.4. middle inside
 - 6.8.4.5. high
 - 6.8.4.6. blocks to include both sides
- 6.8.5. Demonstration of weaponless techniques to control subject
 - 6.8.5.1. effective communications
 - 6.8.5.2. weaponless (empty hand) control techniques
 - 6.8.5.2.1. safe contact and initial control
 - 6.8.5.2.1.1. front
 - 6.8.5.2.1.2. side
 - 6.8.5.2.1.3. back
 - 6.8.5.2.2. decentralization to prone position with minimal risk of injury to resisting subject
 - 6.8.5.2.3. stabilization in prone position for cuffing or to await backup deputies/jail officers
- 6.8.6. Demonstrate blocking techniques with a partner using safety equipment in a controlled environment that provides for minimizing potential injury to the trainee or partner.
- 6.8.7. Demonstrate techniques to prevent a takedown to the ground.
 - 6.8.7.1. Demonstrate techniques to minimize injury when falling.
 - 6.8.7.2. Demonstrate ground defense techniques to take control of a person from the ground in order to escape and create distance or to position for handcuffing.
- 6.8.8. Demonstrate ability to protect the firearm and other weapons on the duty belt while on the ground.

Lesson Plan Guide: The lesson plan shall include the following:

1. Identification of psychological and physiological effects of sudden stress related to each effect and reaction using an anatomical chart and/or volunteer.
2. Identification of basic principles and fundamentals of defensive tactics
 - a. target identification
 - b. access to target
3. Demonstration of approach techniques

4. Demonstration of blocking principles designed to neutralize attack
 - a. low outside
 - b. low inside
 - c. middle outside
 - d. middle inside
 - e. high
 - f. blocks to include both sides
5. Demonstration of weaponless techniques to control subject
 - a. effective communications
 - b. weaponless (empty hand) control techniques
 - (1). safe contact and initial control
 - (a). front
 - (b). side
 - (c). back
 - (2). decentralization to prone position with minimal risk of injury to resisting subject
 - (3). stabilization in prone position for cuffing or to await backup deputies/jail officers
6. Demonstrate blocking techniques with a partner using safety equipment in a controlled environment that provides for minimizing potential injury to the trainee or partner.
7. Demonstrate techniques to prevent a takedown to the ground.
 - a. Demonstrate techniques to minimize injury when falling.
 - b. Demonstrate ground defense techniques to take control of a person from the ground in order to escape and create distance or to position for handcuffing.
8. Demonstrate ability to protect the firearm and other weapons on the duty belt while on the ground.

Safety Equipment Note: Safety equipment must be utilized appropriately during demonstrations.

Performance Outcome 6.9.

Subdue a physically attacking person.

Training Objective Related to 6.9.

A. Given a practical exercise, demonstrate a technique for defending oneself against a physically attacking person and subduing a person during a simulation exercise using a volunteer and/or instructor.

Criteria: The trainee shall be tested on the following:

- 6.9.1. Identification of weapon considerations of subject and deputy/jail officer
- 6.9.2. Demonstration of defensive strategy designed to protect deputy/jail officers' vulnerable targets
- 6.9.3 Demonstration of weapon control by the deputy/jail officer
- 6.9.4. Demonstration of offensive active countermeasures designed to neutralize aggressor for de-escalation
- 6.9.5. Demonstration of de-escalation by:
 - 6.9.5.1. Decentralizing suspect to prone position for cuffing
 - 6.9.5.2. Disengaging from suspect

Lesson Plan Guide: The lesson plan shall include the following:

1. Identification of weapon considerations of subject and deputy/jail officer
2. Demonstration of defensive strategy designed to protect deputy/jail officers' vulnerable targets
3. Demonstration of weapon control by the deputy/jail officer
4. Demonstration of offensive active countermeasures designed to neutralize aggressor for de-escalation
5. Demonstration of de-escalation by:
 - a. Decentralizing suspect to prone position for cuffing
 - b. Disengage from suspect
6. Demonstration of escalation in life and death struggle by:
 - a. Making transition to weapon to stop aggressor
 - b. Utilizing extreme physical techniques to stop aggressor

Performance Outcome 6.10.

Subdue a non-compliant subject/inmate and place in a prone position.

Training Objective Related to 6.10.

A. Given a practical exercise, demonstrate proper methods of subduing and placing a non-compliant subject/inmate in a prone position.

Criteria: The trainee shall be tested on the following:

- 6.10.1. Assessment of threat by the subject/inmate.
- 6.10.2. Demonstration of safe contact and initial control.
- 6.10.3. Demonstration of weapon control by the deputy/jail officer
- 6.10.4. Demonstration of decentralization to prone position with minimal risk of subject injury.

6.10.5. Demonstration of stabilization in prone position for cuffing procedure.

6.10.6. Demonstration of bringing a handcuffed subject to his or her feet.

Lesson Plan Guide: The lesson plan shall include the following:

1. Assessment of threat by the subject/inmate.
2. Demonstration of safe contact and initial control.
3. Demonstration of weapon control by the deputy/jail officer
4. Demonstration of decentralization to prone position with minimal risk of subject injury.
5. Demonstration of stabilization in prone position for cuffing procedure.
6. Demonstration of bringing a handcuffed subject/inmate to his or her feet.

Performance Outcome 6.11.

Pursue a fleeing subject/inmate on foot and subdue the subject/inmate when apprehended.

Training Objective Related to 6.11.

A. Given a practical exercise, demonstrate a technique for subduing a subject after a foot pursuit.

Criteria: The trainee shall be tested on the following:

- 6.11.1. Assessment of threat by the subject.
- 6.11.2. Identification of weapon considerations of subject and deputy/jail officer.
- 6.11.3. Demonstration of weapon control by the deputy/jail officer.
- 6.11.4. Demonstration of contact and initial control.
- 6.11.5. Demonstration of decentralization to prone position with minimal risk of resisting suspect injury.
- 6.11.6. Demonstration of stabilization in prone position for cuffing procedures.

Lesson Plan Guide: The lesson plan shall include the following:

1. Assessment of threat by the subject
2. Identification of weapon considerations of subject and deputy/jail officer
3. Demonstration of weapon control by the deputy/jail officer
4. Demonstration of contact and initial control
5. Demonstration of decentralization to prone position with minimal risk of resisting subject injury
6. Demonstration of stabilization in prone position for cuffing procedures

Performance Outcome 6.12.

Use touch pressure or striking pressure to control a subject/inmate.

Training Objective Related to 6.12.

- A. Given a written, audio-visual, or practical exercise, identify body pressure points.
- B. Given a practical exercise, demonstrate pressure point techniques.

Criteria: The trainee shall be tested on the following:

- 6.12.1. Identification of body pressure points
 - 6.12.1.1. identify carotid choke hold as deadly force
- 6.12.2. Demonstration of pressure point techniques
 - 6.12.2.1. touch pressure
 - 6.12.2.2. strike

Lesson Plan Guide: The lesson plan shall include the following:

- 1. Identification of body pressure points
 - a. identify carotid choke hold as deadly force
- 2. Demonstration of pressure point techniques
 - a. touch pressure
 - b. strike

Performance Outcome 6 13.

Disarm an armed subject.

Training Objective Related to 6 13.

- A. Given a written exercise, identify factors to consider when attempting to disarm a subject.
- B. Given a practical exercise, demonstrate techniques for disarming an armed subject.

Criteria: The trainee shall be tested on the following:

- 6.13.1. Identification of factors to consider when assessing whether an attempt to disarm subject is appropriate.
 - 6.13.1.1. distance/cover
 - 6.13.1.2. type of weapon
 - 6.13.1.3. obstacles
 - 6.13.1.4. will the attempt jeopardize life or personal safety
- 6.13.2. Demonstration of a trapping and disarming sequence regarding a handgun and long gun
 - 6.13.2.1. Handgun

6.13.2.1.1. front

6.13.2.1.2. side

6.13.2.1.3. rear

6.13.2.2 Long gun

6.13.3. Demonstration of a takedown or control of subject armed with handgun or long gun

6.13.3.1. stopping movement of the handgun or long gun using deputy/jail officer's personal weapons against aggressor's vulnerable targets to:

6.13.3.1.1. disarm and control subject

6.13.3.1.2. take down to prone position and restrain

6.13.4. Demonstration of a takedown or control of subject armed with edged weapon

6.13.4.1. range of attack and officer awareness

6.13.4.2. position for disengagement or escalation depending upon range and relative position

6.13.4.3. stopping/deflecting movement of the edged weapon and using deputy/jail officer's personal weapons against aggressor's vulnerable targets to:

6.13.4.3.1. disarm and control subject

6.13.4.3.2. takedown to prone position and restrain

6.13.5. Demonstration of a takedown or control of subject armed with bludgeon instrument

6.13.5.1. stopping/deflecting movement of the bludgeon weapon and using deputy/jail officer's personal weapons against aggressor's vulnerable targets to:

6.13.5.1.1. disarm and control subject

6.13.5.1.2. take down to prone position and restrain

Lesson Plan Guide: The lesson plan shall include the following:

1. Identification of factors to consider when assessing whether an attempt to disarm a subject is appropriate.

a. distance/cover

b. type of weapon

c. obstacles

d. will the attempt jeopardize life or personal safety

2. Demonstration of a trapping and disarming sequence regarding a handgun and long gun:

a. Hand gun

(1). Front

(2). Side

- (3). Rear
 - b. Long gun
3. Demonstration of a takedown or control of subject armed with handgun or long gun:
 - a. stopping movement of the handgun or long gun using officer's personal body weapons against aggressor's vulnerable targets to
 - (1). disarm and control subject
 - (2). take down to prone position and restrain
4. Demonstration of a takedown or control of subject armed with edged weapon:
 - a. range of attack and officer awareness
 - b. zoning to the outside position for disengagement and escalation or depending upon range and relative position
 - c. stopping movement of the edged weapon and using officer's personal body weapons against aggressor's vulnerable targets to
 - (1). disarm and control subject
 - (2). take down to prone position and restrain
5. Demonstration of a takedown or control of subject armed with bludgeon instrument
 - a. stopping movement of the bludgeon weapon and using officer's personal body weapons against aggressor's vulnerable targets to:
 - (1). disarm and control subject
 - (2). take down to prone position and restrain

Performance Outcome 6.14.

Handcuff subject(s) and apply restraints.

Training Objective Related to 6.14.

A. Given a written exercise, define positional asphyxia.

B. Given a practical exercise, demonstrate safe and effective handcuffing of subject(s) and apply leg restraints to arrestees.

Criteria: The trainee shall be tested on the following:

- 6.14.1. Safe and effective handcuffing of cooperative single and multiple subjects.
- 6.14.2. Safe and effective handcuffing of a subject in the following positions:
 - 6.14.2.1. Standing
 - 6.14.2.2. Kneeling
 - 6.14.2.3. Prone

6.14.3. Safe and effective handcuffing of a subject after having performed a learned control/take down technique in standing, kneeling, and prone positions.

6.14.4. Application of leg irons or other devices that restrain legs or torso avoiding force levels and methods that present unnecessary injury potential to the deputy/jail officer and subject.

6.14.5. Definition of positional asphyxia

6.14.5.1. Identify primary medical dangers associated with sudden restraint of violent person.

6.14.5.2. Primary medical dangers associated with positional asphyxia.

Lesson Plan Guide: The lesson plan shall include the following:

1. Safe and effective handcuffing of cooperative single and multiple subjects.
2. Safe and effective handcuffing of a subject in the following positions:
 - a. Standing
 - b. Kneeling
 - c. Prone
3. Safe and effective handcuffing of a subject after having performed a learned control/take down technique in standing, kneeling, and prone positions.
4. Application of leg irons or other devices that restrain legs or torso avoiding force levels and methods that present unnecessary injury potential to the deputy/jail officer and subject.
5. Definition of positional asphyxia
 - a. Identify primary medical dangers associated with sudden restraint of violent subject.
 - b. Primary medical dangers associated with positional asphyxia.

Instructor Note: Advise trainees that they must identify department policy related to the use of force, physical restraints, and weapons use as part of department training.

Performance Outcome 6.15.

Use chemical agents and other crowd management equipment.

Training Objective Related to 6.15.

A. Given a written exam or during a simulation, identify and/or demonstrate where required the techniques of using chemical agents and other crowd management equipment.

Criteria: The trainee shall be tested on the following:

6.15.1. Description of types of chemical agents, aerosol sprays and pyrotechnics used in criminal justice systems and methods of deployment.

6.15.2. Identification of the proper application of chemical agents and aerosol sprays.

6.15.3. Identification of side effects on persons sprayed with chemical or aerosol spray.

6.15.3.1. short-term

6.15.3.2. long-term

6.15.4. Description of first aid or aftercare to use when contaminated with chemical agents or aerosol sprays according to type and density of the contamination.

6.15.5. Description of methods of structural decontamination of chemical or aerosol agents.

6.15.6. Description of methods of restraint and transportation of person sprayed with chemical or aerosol agent; be aware of danger of positional asphyxia for a subject who has ingested a chemical or aerosol agent.

Lesson Plan Guide: The lesson plan shall include the following:

1. Identification of the ethical consideration involved and legal constraints related to use of chemical agents, aerosol sprays and pyrotechnics.
2. Description of types of chemical agents and aerosol sprays used in law enforcement and methods of deployment
3. Identification of the proper application of chemical agents and aerosol sprays.
4. Identification of side effects on persons sprayed with chemical or aerosol spray.
 - a. short-term
 - b. long-term
5. Description of first aid or aftercare to use when contaminated with chemical agents or aerosol sprays according to type and density of the contamination.
6. Description of methods of structural decontamination of chemical or aerosol agents
7. Description of methods of restraint and transportation of person sprayed with chemical or aerosol agent; be aware of danger of positional asphyxia for a subject who has ingested a chemical or aerosol agent.

Performance Outcome 6.16.

Control non-violent inmate groups, hostile groups, and/or disorderly assemblies, and when necessary, physically restrain a crowd or confront in tactical formation.

Training Objective Related to 6.16.

A. Given a written and/or a practical exercise, identify factors to consider when controlling non-violent or hostile groups.

Criteria: The trainee shall be tested on the following:

6.16.1. Three factors for controlling non-violent groups, i.e., peaceable assemblies

6.16.2. Three factors to consider when dealing with hostile groups

Lesson Plan Guide: The lesson plan shall include the following:

1. Three factors for controlling non-violent groups, i.e., peaceable assemblies

- a. Officer safety considerations
 - b. Command presence
 - c. Communication skills
 - d. Boundaries within which crowd must remain or move along
 - e. Patterns of movement for crowd for control and safety
 - f. Emergency access/exit
2. Three factors to consider when dealing with hostile groups
- a. Identify techniques of detecting violations of state laws/local ordinances/jail rules and regulations (sources of disturbance in a crowd by noise and movements)
 - b. Identify high risk areas (dark areas or areas where inmate may hide)
 - c. Identify conditions that will indicate a law/jail rule violation
 - d. Identify appropriate steps to enforce the law and jail policies
 - (1). Deputy/ Jail Officer safety considerations
 - (a). monitor the group's activity
 - (b). wait for appropriate back-up
 - (c). assess the group's propensity toward violence
 - (d). determine the nature of their weapons and contraband
 - (e). identify which subjects are believed to be leaders
 - (2). Command presence
 - (a). safely approach the hostile group
 - (b). identify appropriate formations for potential riot
 - (c). identify emergency escape routes
 - (d). coordinate cover and contact responsibilities
 - (3). Communication skills and voice commands
 - (a). establish contact with the hostile group
 - (b). formally identify the group leaders
 - (c). ascertain the reason(s) for their hostility
 - (d). use calming techniques to reduce emotions and restore rational "group thought"
 - (e). evaluate the group's proposed solutions to determine their specific "needs"
 - (f). communicate the deputy/jail officer's position and responsibilities in the situation
 - (g). relate any applicable laws, rules, regulations and consequences of continued

acts

(h). explain the group's option to comply with the law/jail rules and pursue legal/administrative resolutions

(i). reassure the group of deputy/jail officer commitment to resolve the group's problems and restore peace and order to the area and/or facility.

(4). Techniques of group control

(a). smaller hostile groups

(b). larger hostile groups or rioters

(c). use stretched out arms to indicate a barrier when appropriate

(d). use shield, barricade, impact weapon, riot baton or other item to block group when appropriate

(5). Move group to break it up using authorized and appropriate use of force.

(6). Arrest procedures

(7). Transportation of inmates

(8). Medical needs

Instructor Note: The following should be done as indicated:

Lesson Plan Guide items 2. a, b, c, d (1) – written exercise; 2 d (2)a – practical demonstration; 2. d (2) b, c, d – written exercise.

Lesson Plan Guide items 3. a – i – written exercise.

Lesson Plan Guide items 4. a, b – written exercise; c, d – practical demonstration.

WEAPONS

This category is essentially the same for Law Enforcement, Jail, Civil Process and Courtroom Security Officers and is listed under its own separate “Weapons” heading to include all of the listed officers.

TRANSPORTATION-DRIVING

Performance Outcome 8.1.

Operate agency vehicle on various road surfaces and conditions.

Training Objective Related to 8. 1.

A. Given a written exercise, identify factors to consider related to the operation of a vehicle, if assigned by agency.

B. Given a practical exercise, identify or demonstrate methods of control of a vehicle while driving on dry, wet, icy, or snow covered pavement; dirt or loose gravel road; or skidpan, if assigned by agency.

C. Demonstrate the techniques for recovery from off road at various speeds during a written or practical exercise, if assigned by agency.

Criteria: The trainee shall be tested on the following:

Given a written exercise:

8.1.1. Identify the three components of defensive driving and their effect on vehicle accidents.

8.1.1.1. driver

8.1.1.2. vehicle

8.1.1.3. environment

8.1.2. Identify the five steps of defensive driving

8.1.1.1. Scan

8.1.1.2. Identify

8.1.1.3. Predict

8.1.1.4. Decide

8.1.1.5. Execute

8.1.3. Identify driving movements that most frequently contribute to vehicle accidents.

8.1.4. Identify the importance of seat belts, air bags, and other vehicle safety devices.

8.1.5. Identify the different characteristics of low light driving to daytime driving and how the human eye is affected.

8.1.6. Identify factors that influence the overall stopping distance of a vehicle.

8.1.7. Identify the effect speed has on observation and perception during transport.

8.1.8. Identify causes and steps to correct skids

8.1.9. Identify liability issues related to operating a transport vehicle.

8.1.10. Identify the Code of Virginia requirements related to using emergency equipment (lights and siren).

8.1.11. Identify the requirement of vehicle operators to obey all traffic laws.

8.1.12. Identify the time limits for vehicle operators (number of hours permitted to drive within a 24 hour period). (Code of Virginia §[46.2-812](#))

Given a practical exercise:

- 8.1.13. Demonstrate a physical and visual inspection of an agency vehicle.
- 8.1.14. Demonstrate the proper usage of a safety belt in the operation of an agency vehicle.
- 8.1.15. Demonstrate the proper techniques of acceptable steering methods for an agency vehicle.
 - 8.1.15.1. hand position on the steering wheel
 - 8.1.15.2. shuffle steering
- 8.1.16. Demonstrate the proper techniques in braking (with or without ABS) a transport vehicle.
 - 8.1.16.1. heat/cool
 - 8.1.16.2. threshold
 - 8.1.16.3. anti-lock braking systems
- 8.1.17. Demonstrate the proper techniques in backing a transport vehicle.
- 8.1.18. Demonstrate control a transport vehicle using acceptable techniques in the following vehicle movements:
 - 8.1.18.1. parking
 - 8.1.18.2. “Y” turn
 - 8.1.18.3. backing
- 8.1.19. Operate an agency vehicle in night conditions.
- 8.1.20. Skid control techniques
- 8.1.21. Braking control techniques
- 8.1.22. Steering control techniques
- 8.1.23. The techniques in correct order for recovery for two wheels off road to four wheels on road.
- 8.1.24. The techniques for four wheels off road to four wheels on road.
- 8.1.25. The areas of reduced traction.

NOTE: Academy supplied van or agency supplied transport vehicle shall be used for practical demonstrations.

NOTE: This standard is “if assigned by agency”, i.e., a trainee shall be trained under this standard if his/her employer is assigning him/her to drive the agency vehicle. Anyone assigned to drive the agency vehicle must complete a driver training program that meets this standard, however, this may not be necessary during basic academy.

Lesson Plan Guide: The lesson plan shall include the following:

1. The components of a physical and visual inspection of an agency vehicle.

2. The three components of defensive driving and their effect on transport vehicle accidents.
 - a. driver
 - b. vehicle
 - c. environment
3. The five steps of defensive driving:
 - a. Scan
 - b. Identify
 - c. Predict
 - d. Decide
 - e. Execute
4. Driving movements that most frequently contribute to vehicle accidents.
5. The importance of seat belts, air bags, and other vehicle safety devices.
6. The different characteristics of low light driving to daytime driving and how the human eye is affected.
7. Factors that influence the overall stopping distance of a vehicle.
8. The effect speed on observation and perception during transport.
9. Causes and steps to correct skids
10. Liability issues related to operating a transport vehicle
11. Identify the Code of Virginia requirements related to using emergency equipment (lights and siren).
12. Identify the requirement of transport vehicle operators to obey all traffic laws.
13. Identify the time limits for transport vehicle operators (number of hours permitted to drive within a 24 hour period).

Practical:

14. Demonstration of a physical and visual inspection of a transport vehicle.
15. Demonstration of the proper usage of a safety belt in the operation of a transport vehicle.
16. Demonstration of the proper techniques of acceptable steering methods.
 - a. hand position on the steering wheel
 - b. shuffle steering
17. Demonstration of proper techniques in braking (with/without ABS) a transport vehicle.
 - a. heat/cool
 - b. threshold

- c. anti-lock braking systems
18. Demonstration of the proper techniques in backing a transport vehicle.
 19. Demonstration of the control of a transport vehicle using acceptable techniques in the following vehicle movements:
 - a. parking
 - b. “Y” turn
 - c. backing
 20. Operation of a transport vehicle in night conditions
 21. Skid control techniques
 22. Braking control techniques
 23. Steering control techniques
 24. The techniques in correct order for recovery for two wheels off road to four wheels on road.
 25. The techniques for four wheels off road to four wheels on road.
 26. The areas of reduced traction.

NOTE: This standard is “if assigned by agency”, i.e., a trainee shall be trained under this standard if his/her employer is assigning him/her to drive the agency vehicle. Anyone assigned to drive the agency vehicle must complete a driver training program that meets this standard, however, this may not be necessary during basic academy.

Performance Outcome 8.2.

Transport person(s) to various locations.

Training Objective Related to 8.2.

A. Given a written or practical exercise, identify the steps involved in transporting person(s) in custody to various locations.

Criteria: The trainee shall be tested on the following:

- 8.2.1. Use proper escort techniques during movement by foot and vehicle from place to place for person(s) in custody.
 - 8.2.1.1. Secure subject with multiple restraints (handcuffs, leg irons, waist belt or chain).
 - 8.2.1.2. Ensure subject has been properly searched.
 - 8.2.1.3. Allow reaction space if possible.
 - 8.2.1.4. Check security of transport vehicle before and after transport entire interior.
 - 8.2.1.5. Vehicle with cage
 - 8.2.1.5.1. Place subject in right rear with proper restraints and seatbelt.
 - 8.2.1.5.2. Adjust inside mirror to provide visual observation of subject.

8.2.1.6. Vehicle without cage

Option One:

8.2.1.6.1. Place in right front seat with proper restraints (cuffs, leg chains, waist chain) and seatbelt.

8.2.1.6.2. Make sure weapon is secure or placed away from potential access by subject.

Option Two:

8.2.1.6.3. Place in right rear seat with proper restraints (cuffs, leg chains, waist chain) and seatbelt.

8.2.1.6.4. Make sure weapon is secure or placed away from potential access by subject.

8.2.1.6.5. Adjust the rearview mirror to allow surveillance of subject movement.

8.2.1.7. Upon arriving at destination, visually check area for possible security risks then unload subject and move subject to appropriate area.

8.2.1.8. Walk behind subject with weapon side away; if necessary for balance, assist subject by supporting under arm.

8.2.1.9. Observe subject and surroundings to ensure security and officer safety.

8.2.1.10. Do **not** allow yourself to be distracted from subject observation and control.

8.2.1.10.1. Do **not** relax after cuffing.

8.2.1.10.2. Do **not** let arrestee out of your sight.

8.2.2. Identify any statements or behavioral observations that indicate danger by the subject to him/herself or to others and the need to communicate these to person assuming custody.

Lesson Plan Guide: The lesson plan shall include the following:

1. Use proper escort techniques during movement by foot and vehicle from place to place for person(s) in custody.

a. Handcuff subject with hands to rear if injury/illness permits, otherwise restrain as appropriate (on gurney, if needed)

b. Ensure subject/arrestee has been properly searched.

c. Allow reaction space if possible.

d. Load into transport vehicle and check security of entire interior.

e. Vehicle with cage

(1). Place in right rear with proper restraints and seatbelt.

(2). Adjust inside mirror to provide visual observation of subject/arrestee.

f. Vehicle without cage

Option One:

- (1). Place in right front seat with proper restraints (cuffs, leg chains, waist chain) and seatbelt.
- (2). Make sure weapon is secure or placed away from potential access by subject.

Option Two:

- (1) Place in right rear seat with proper restraints (cuffs, leg irons, waist chain) and seatbelt
- (2) Make sure weapon is secure or placed away from potential access by subject
- (3) Adjust the rearview mirror to allow surveillance of subject movement

g. Upon arriving at destination, visually check area for possible security risks then unload and move arrestee to appropriate medical area.

h. Walk behind with weapon side away; if necessary for balance, assist subject by supporting under arm.

i. Observe subject and surroundings to ensure security and officer safety.

j. Do not allow yourself to be distracted from arrestee observation and control.

- (1). Do not relax after cuffing.
- (2). Do not let arrestee out of your sight.

2. Identify any statements or behavioral observations that indicate danger by the subject to him/herself or to others and the need to communicate these to person assuming custody.

a. It is critical to communicate the statements or behavioral observations to person assuming custody since the individual being transported may attempt to do violence to him/herself or others.

b. If no one appears to be paying attention to the information you are giving, write it down and leave it. Make a field note regarding this. This will provide some protection with respect to liability.

Performance Outcome 8.3.

Transport ill or injured subject to receive medical care.

Training Objective Related to 8.3.

A. Given a written exercise, identify the steps involved to transport an ill or injured subject to receive medical care.

Criteria: The trainee shall be tested on the following:

8.3.1. Identify appropriate medical and biohazard precautions to take should subject/arrestee possibly have an airborne or bloodborne pathogen (tuberculosis, HIV, etc.).

8.3.1.1. Protective masks and personal protective equipment

8.3.1.2. Cleaning hands, face, masks and vehicle after transport

8.3.2. Secure subject/arrestee as injury/illness permits.

8.3.3. Use all other security practices noted in standard 8.2.

8.3.4. Do **not** allow yourself to be distracted from subject observation and control even though responding to a medical need of the subject/arrestee.

Lesson Plan Guide: The lesson plan shall include the following:

1. Identify appropriate medical and biohazard precautions to take should subject/arrestee possibly have an airborne or blood borne pathogen.
 - a. Protective masks and personal protective equipment
 - b. Cleaning hands, face, masks and vehicle after transport
2. Secure subject/arrestee as injury/illness permits.
3. Use all other security practices noted in standard 8.2.
4. Do not allow yourself to be distracted from subject/arrestee observation and control even though responding to a medical need of the subject/arrestee.

Instructor Notes: 1. Advise trainees to identify department policy related to medical transports involving rescue squad or other non-agency vehicle. 2. Advise trainees to identify department policy related to non-traditional medical transports, i.e. pregnant subject, disabled subject (various disabilities).

FIELD TRAINING

In conjunction with completing basic academy training, the process service officer must identify requirements related to the employing agency, and community resources and agencies that may assist job performance. Expected performance outcomes include this basic knowledge and cover the following:

9.1 – 9.6 Policies, Procedures and Operations

9.1. Identify agency policy regarding professional appearance related to clothing and grooming.

9.2. Identify agency policy and procedures for handling violations of professional, ethical or legal standards of conduct by fellow process service officers.

9.3. Identify agency policy and procedure related to communicating information about service of process to internal and external authorities.

9.4. Identify agency policy and procedure for obtaining assistance for communicating with various cultural backgrounds or with various disabilities.

- 9.5. Identify agency policy and procedures for eviction when an outstanding warrant exists.
- 9.6. Identify department policy related to explaining a violation of county or municipal ordinance(s) that is the basis for service of process.
- 9.7. Complete a Terrorism – Awareness Course and provide certificate of completion to supervisor.
- 9.8. Complete IS-700 NIMS Introductory training course and provide certificate of completion to supervisor.
- 9.9. Complete ICS 100 Introductory training course and provide certificate of completion to supervisor.

**** Special Note: Completion of IS-700 NIMS Introductory course through FEMA online training will accomplish 9.8. Completion of ICS 100 Introductory course through FEMA online training will accomplish 9.9.***

- 9.10. Use an impact weapon to control a subject if impact weapons are assigned by agency.
 - 9.10.1. Identify the primary, secondary and lethal target areas.
 - 9.10.2. . Demonstrate offensive and defensive stances.
 - 9.10.3. Demonstrate proper verbalization and touch/striking techniques for primary, secondary and the non-lethal target areas.

LAW ENFORCEMENT, JAIL, CIVIL PROCESS and COURTROOM SECURITY OFFICERS

CATEGORY 7 - WEAPONS

Performance Outcome 7. 1.

Clean and inspect weapons system. (Revolver, Semi-automatic weapon)

Training Objectives Related to 7.1.

- A. Given a written exercise, identify nomenclature of weapons. (revolver, semiautomatic weapon)
- B. Given a practical exercise, demonstrate prescribed procedure for cleaning weapon. (revolver, semi-automatic weapon)

Criteria: The trainee shall be tested on the following:

- 7.1.1. Identification of the correct terms to identify weapons and parts of weapons. (revolver, semi-automatic weapon)
- 7.1.2. Demonstration of prescribed procedure to prepare weapon for cleaning. (revolver, semi-automatic weapon)
 - 7.1.2.1. remove magazine or empty cylinder
 - 7.1.2.2. remove round from chamber

7.1.2.3. double check weapon to make sure it is empty

7.1.3. Identification of weapon cleaning equipment. (revolver, semi-automatic weapon)

7.1.4. Demonstration of the use of weapon cleaning equipment. (revolver, semi-automatic weapon)

7.1.4.1. field strip weapon

7.1.4.2. clean components

7.1.4.3. inspect for damage and imperfections

7.1.4.4. lubricate

7.1.4.5. reassemble

7.1.4.6. safely test for proper function

Lesson Plan Guide: The lesson plan shall include the following:

1. Identification of the correct terms to identify weapons and parts of weapons. (revolver, semi-automatic weapon)
2. Demonstration of prescribed procedure to prepare weapon for cleaning. (revolver, semi-automatic weapon)
 - a. remove magazine or empty cylinder
 - b. remove round from chamber
 - c. double check weapon to make sure it is empty
3. Identification of weapon cleaning equipment. (revolver, semi-automatic weapon)
4. Demonstration of the use of weapon cleaning equipment. (revolver, semi-automatic weapon)
 - a. field strip weapon
 - b. clean components
 - c. inspect for damage and imperfections
 - d. lubricate
 - e. reassemble
 - f. safely test for proper function

Performance Outcome 7.2.

Using proper hand grip and observation, draw department issued weapon from holster. (revolver or semi-automatic weapon)

Training Objectives Related to 7.2.

A. Given practical exercises, use a good and consistent combat grip with a safe and efficient draw from the holster following prescribed drawing techniques using the officer's approved handgun and

holster. (revolver or semi-automatic weapon)

Criteria: The trainee shall be tested on the following:

- 7.2.1. Draw and fire
- 7.2.2. Draw to a ready position
- 7.2.3. Draw to a “cover mode” simulating the covering of a suspect together with the issuance of the verbal order “Police - Don’t Move!”
- 7.2.4. Using standing, kneeling, and prone positions
- 7.2.5. Use of covering and concealment while maintaining visual contact with the threat
- 7.2.6. Reloading while concentrated on the threat and not the weapon
- 7.2.7. Clear handgun stoppages
- 7.2.8. Reholster weapon

Lesson Plan Guide: The lesson plan shall include the following:

1. Draw and fire
2. Draw to a ready position
3. Draw to a “cover mode” simulating the covering of a suspect together with the issuance of the verbal order “Police - Don’t Move!”
4. Using standing, kneeling and prone positions
5. Use of covering and concealment while maintaining visual contact with the threat
6. Reloading while concentrated on the threat and not the weapon
7. Clear handgun stoppages
8. Reholster weapon

Definitions:

- a. Gripping: using sufficient strength to hold a weapon on a plane so that the projectile will travel on a line to the target
- b. Lifting: having adequate strength to lift the weapon to eye level while maintaining safe control
- c. Range of vision: should be such that a person can focus on one object (sights) and still see an image of the target
- d. Strength: overall strength should be a minimum of being able to perform normal task without fatiguing quickly
- e. Breathing: holding breath for a minimal time in order to complete the task of firing the weapon
- f. Cover mode: finger outside the trigger guard until you are on target and have decided to fire

Performance Outcome 7.3.

Clear stoppage in semi-automatic pistols and revolvers. Demonstrate safe handling of weapons on the range and on and off duty.

Training Objectives Related to 7.3.

Given a practical exercise:

- A. Demonstrate the techniques for clearing stoppages in pistols or revolvers.
- B. Demonstrate safe handling of weapons on the range and how to do so on and off duty.

Criteria: The trainee shall be tested on the following:

7.3.1. Techniques for clearing stoppages:

7.3.1.1. Semi-automatic pistol

7.3.1.1.1. Failure to fire

7.3.1.1.2. Failure to feed

7.3.1.1.3. Failure to eject

7.3.1.1.4. Failure to extract

7.3.1.2. Revolver

7.3.1.2.1. when trigger is pulled and revolver does not fire

7.3.1.2.2. when trigger gets tight and cylinder will not turn

7.3.1.2.3. when there is a squib load

7.3.2. Demonstration of safe handling of weapons on the range and identification of safe handling of weapons on and off duty.

Lesson Plan Guide: The lesson plan shall include the following:

1. Techniques for clearing stoppages:

a. Semi-automatic pistol

(1). Failure to fire

(2). Failure to feed

(3). Failure to eject

(4). Failure to extract

b. Revolver

(1). when trigger is pulled and revolver does not fire

(2). when trigger gets tight and cylinder will not turn

(3). when there is a Squib load

2. Demonstration of safe handling procedures of weapon while on the range and identification of

safe handling procedures of weapon on and off duty.

Performance Outcome 7.4.

Fire a hand gun in various combat situations using issued equipment.

Training Objectives Related to 7.4.

A. Fire the officer's issued/approved weapon during daytime/low light and/or night time combat range exercises using issued/approved loading device, issued/approved holster and flashlight with 70% accuracy on two of the approved courses of fire.

Criteria: The trainee shall be tested on the following:

7.4.1. Demonstrate dry firing and basic shooting principles.

7.4.2. Using proper marksmanship and reloading fundamentals, fire a minimum of 200 rounds with issued (or equal to this) ammunition in daylight conditions using issued/approved weapon prior to qualification.

7.4.3. Qualify on two of the below selected courses with approved targets under daylight conditions using issued (or equal to this) duty ammunition, weapon, duty belt and holster:

7.4.3.1. Virginia Modified Double Action Course for Semi-automatic Pistols and Revolvers, 60 rounds, 7, 15, 25 yards shooting. (See Appendix A)

7.4.3.2. Virginia Modified Combat Course I, 60 rounds, 25, 15, 7 yards shooting (See Appendix B)

7.4.3.3. Virginia Modified Combat Course II, 60 rounds, 25, 15, 7, 5, 3 yards shooting (See Appendix C)

7.4.3.4. Virginia Qualification Course I, 50 rounds, 25 to 5 yards shooting (See Appendix D)

7.4.3.5. Virginia Qualification Course II, 60 rounds, 3 to 25 yards shooting (See Appendix E)

7.4.3.6. Virginia Tactical Qualification Course I, 50 rounds, 5 or 7, 25 yards shooting (See Appendix F)

7.4.3.7. Virginia Tactical Qualification Course II, 36 rounds, 3 to 25 yards shooting (See Appendix G)

7.4.3.8. Virginia Tactical Qualification Course III, 50 rounds, 1/3 to 25 yards shooting (See Appendix H)

7.4.3.9. Virginia Tactical Qualification Course IV, 60 rounds, 1/3 to 25 yards shooting (See Appendix I)

7.4.3.10. Virginia Tactical Qualification Course V, 50 rounds, 1/3 to 25 yards shooting (See Appendix J)

7.4.4. Fire a minimum of 25 rounds on a low light and/or a minimum of 25 rounds on a nighttime course for practice prior to qualification using the agency issued or approved handgun, duty holster and loading device.

- 7.4.4.1. Fire a minimum of 25 rounds on a low light and/or a minimum of 25 rounds on a nighttime qualification course with a 70% qualification score on each course.
- 7.4.4.2. Fire a minimum of 12 rounds with use of a flashlight in Appendix B or Appendix C above.
 - a. Identify the advantages and disadvantages of three methods of flashlight use with a weapon.
 - b. Identify the correct target threat by using flashlight techniques and weapon in hand.
- 7.4.4.3. Low light and nighttime practice and qualifications courses with time limitations and distances will be established by the school, agency, or academy board.
- 7.4.4.4. Fire from point shoulder positions, cover down positions and barricade positions.
- 7.4.4.5. Fire using strong and weak hand as appropriate:
 - 7.4.4.5.1 Standing position
 - 7.4.4.5.2 Kneeling position
 - 7.4.4.5.3 Prone position
- 7.4.4.6. Reload the weapon with emphasis on utilizing tactical reloads where appropriate
- 7.4.4.7. Correct any weapon stoppages that may occur
- 7.4.5. Fire familiarization drills using a minimum of 50 rounds (10 per position) with issued (or equal to this) ammunition to include:
 - 7.4.5.1. Moving forward and backward (officer and/or target).
 - 7.4.5.2. Moving side to side (officer and/or target).
 - 7.4.5.3. Use of cover and concealment.
 - 7.4.5.4. Shove and shoot.
 - 7.4.5.5. Seated straight/90 degrees to simulate shooting from a vehicle.

Performance Outcome 7.5.

Secure weapons while off duty. (revolvers, semi-automatic weapons)

Training Objectives Related to 7.5.

A. Given a written exercise, identify reasons for and methods for avoiding firearms accidents while off duty.

Criteria: The trainee shall be tested on the following:

- 7.5.1. Reasons for security
 - 7.5.1.1. prevent injury and unauthorized access (§[18.2-56.2](#))
 - 7.5.1.2. minimize theft opportunity (separate ammunition from the weapons)

7.5.2. Methods for security

7.5.2.1. Lock box

7.5.2.1.1. loaded

7.5.2.1.2. unloaded

7.5.2.2. Trigger lock

7.5.2.2.1. unloaded

7.5.2.3. Cable lock

7.5.2.3.1. unloaded

7.5.2.4. Disassemble weapon

Lesson Plan Guide: The lesson plan shall include the following:

1. Reasons for security

- a. prevent injury and unauthorized access (§[18.2-56.2](#))
- b. minimize theft opportunity (separate ammunition from the weapons)

2. Methods for security

a. Lock box

(1). loaded

(2). unloaded

b. Trigger lock

(1). unloaded

c. Cable lock

(1). unloaded

d. Disassemble weapon

Performance Outcome 7.6.

Carry a firearm when off duty. (revolver, semi-automatic weapon)

Training Objectives Related to 7.6.

A. Given a written exercise, identify the factors to consider when carrying a firearm while off duty. (revolver, semi-automatic weapon)

Criteria: The trainee shall be tested on the following:

7.6.1. Identification that an officer must comply with department policy relating to carrying a firearm while off duty and qualifying with the off duty firearm.

7.6.2. Identification of statutes that regulate the carrying of firearms while off duty.

7.6.3. Identification of the impact that alcohol consumption may have on judgment relating to use of firearms while off duty.

7.6.4. Identification of conditions that should be maintained while carrying a firearm off duty.

Lesson Plan Guide: The lesson plan shall include the following:

1. Identification that an officer must comply with department policy relating to carrying a firearm while off duty and qualifying with the off duty firearm.
2. Identification of statutes that regulate the carrying of firearms while off duty.
3. Identification of the impact that alcohol consumption may have on judgment relating to use of firearms while off duty.
4. Identification of conditions that should be maintained while carrying a firearm off duty
 - a. concealed
 - b. secure (retaining device)
 - c. accessible
 - d. law enforcement identification with weapon
 - e. jurisdiction
 - f. training
5. Identification of response to being stopped by on-duty officer:
 - a. upon being challenged, members will remain motionless unless given a positive directive otherwise.
 - b. members will obey the commands of the challenging member, whether or not he/she is in uniform. This may entail submission to arrest.
 - c. members will not attempt to produce identification unless and until so instructed.
 - d. if circumstances permit, members may verbally announce their identity and state the location of their badge and credentials.
 - e. members should ask the challenger to repeat any directions or questions that are unclear and should never argue with challenger.
 - f. challenged members will follow all instructions received until recognition is acknowledged.

WEAPONS PERFORMANCE OUTCOMES

APPENDIX A

VIRGINIA MODIFIED DOUBLE ACTION COURSE FOR SEMI-AUTOMATIC PISTOLS AND REVOLVERS

Targets- B-21, B-21X, B-27, Q

60 ROUNDS, 7 - 25 YARDS

Qualification Score: 70%

Each officer is restricted to the number of magazines carried on duty. Magazines shall be loaded to their full capacity. Range instructor shall determine when magazines will be changed.

PHASE 1 - 7 YARD LINE: With loaded magazine, on command fire 1 round in 2 seconds or fire 2 rounds in 3 seconds, make weapon safe, holster, repeat until 6 rounds have been fired.

1. On command draw and fire 2 rounds in 3 seconds, make weapon safe, holster, repeat until 6 rounds have been fired.
2. On command draw and fire 6 rounds strong hand and 6 rounds weak hand in 20 seconds for semi-auto and 30 seconds for revolver, make weapon safe and holster.

PHASE 2 -15 YARD LINE: Point Shoulder Position

1. On command draw and fire 1 round in 2 seconds or 2 rounds in 3 seconds, make weapon safe, holster, repeat until 6 rounds have been fired.
2. On command draw and fire 2 rounds in 3 seconds, holster and repeat until 6 rounds have been fired.
3. On command draw and fire 6 rounds in 12 seconds, make weapon safe and holster.

PHASE 3 - 25 YARD LINE: On command fire 6 rounds from prone, 6 rounds from kneeling and 6 rounds from standing until 18 rounds have been fired in 75 seconds for semi-auto, strong hand; for revolver,

90 seconds, strong hand. The order of position and use of cover/concealment and decocking is optional with the instructor.

SCORING - B21, B21X targets - use indicated K value with a maximum 300 points divided by 3 to obtain percent.

B27 target - 8,9,10,X rings = 5 points, 7 ring = 4 points, hits on silhouette = 3 points divided by 3 to obtain percent.

Q target - 5 points inside the bottle, 3 points outside the bottle on the target. Divide by 3 to obtain percent.

INSTRUCTOR'S DISCRETION TO USE PROPER VERBALIZATION WHEN CHALLENGING THE TARGET.

APPENDIX B**VIRGINIA MODIFIED COMBAT COURSE I**

Targets - B21, B21X, B27, Q

60 ROUNDS, 25 - 7 YARDS

Qualification Score 70% Moving Course

Range instructor to determine when to load.

PHASE 1 - 3 Minute Course - at the 50 YARD LINE.

Officer/Deputy on command runs to the **25 YARD LINE**, fires 12 rounds with strong hand kneeling, fires 12 rounds prone strong hand, 6 rounds standing strong hand, barricades may be used for cover/concealment. Order of positions and use of cover/concealment and decocking is optional per instructor.

PHASE 2 - 1 Minute - at the 25 Yard Line:

Officer/Deputy on command runs to the **15 YARD LINE** fires 12 rounds standing strong hand, reloads and fires 6 rounds kneeling.

PHASE 3 - 25 Seconds - at the 15 Yard Line:

Officer/Deputy on command runs to the **7 YARD LINE**, fires 6 rounds strong hand and 6 rounds weak hand.

SCORING - B21, B21X, targets - used indicated K value with a maximum 300 points divided by 3 to obtain percent.

B27 targets - 8, 9,10, X rings = 5 points, 7 ring = 4 points, hits on silhouette = 3 points divided by 3 to obtain percent.

Q targets - 5 points inside the bottle, 3 points outside the bottle on the target. Divide by 3 to obtain percent.

INSTRUCTOR'S DISCRETION TO USE PROPER VERBALIZATION WHEN CHALLENGING THE TARGET.**APPENDIX C****VIRGINIA MODIFIED COMBAT COURSE II****FOR SEMI-AUTOMATIC PISTOLS AND REVOLVERS**

Targets - B21, B21X, B27, Q

60 ROUNDS, 25 - 3 YARDS

Qualification Score 70% Moving Course

Range Instructor to determine when to load.

PHASE 1 - 90 seconds for REVOLVERS, 70 seconds FOR SEMI-AUTOMATICS - at the 50 Yard Line:

Officer/Deputy on command runs to the **25 YARD LINE** and fires 6 rounds standing, fires 6 rounds from the prone and 6 rounds kneeling using strong hand. The order of positions and use of cover/concealment and decocking in between is optional with the instructor.

PHASE 2 - 30 seconds - at the 25 Yard Line:

Officer/Deputy on command runs to the **15 YARD LINE**, fires 6 rounds standing, 6 rounds kneeling.

PHASE 3 - 25 seconds - at the 15 Yard Line:

Officer/Deputy on command runs to the **7 YARD LINE**, fires 6 rounds strong hand and 6 rounds weak hand.

PHASE 4 - at the 5 Yard Line.

On command draw and fire 12 rounds in any sequence, i.e. 1 round, 2 rounds, 3 rounds or staggered sequence.

PHASE 5 - at the 1 or 2 Yard Line, hip shooting.

On command draw and fire 6 rounds in any sequence, i.e. 1 round, 2 rounds, 3 rounds or staggered.

SCORING - B21, B21X targets-use indicated K value with a maximum 300 points divided by 3 to obtain percent.

B27 targets - 8, 9, 10, X rings = 5 points, 7 ring = 4 points, hits on silhouette = 3 points divided by 3 to obtain percent.

Q targets - 5 points inside the bottle, 3 points outside the bottle on the target. Divide by 3 to obtain percent.

INSTRUCTOR'S DISCRETION TO USE PROPER VERBALIZATION WHEN CHALLENGING THE TARGET.**APPENDIX D****VIRGINIA QUALIFICATION COURSE I****FOR SEMI-AUTOMATIC PISTOLS AND REVOLVERS****Targets - B21, B21X, B27, Q****50 ROUNDS, 25 - 5 YARDS****Qualification Score 70%**

PHASE 1 - At the 25 yard line, 75 seconds for pistols, 95 seconds for revolvers.

On command with a fully loaded weapon fire 6 rounds prone, 6 rounds kneeling strong hand, 6 rounds standing strong hand. The order of the positions and use of cover/concealment and decocking in between is optional per instructor.

PHASE 2 - At the 25 Yard Line, 8 Seconds for pistol or revolver.

On command move to the **15 Yard Line**, draw and fire 2 rounds and stay at cover down position.

PHASE 3 - Stay on the 15 Yard Line, 3 seconds for pistols or revolvers.

On command from cover down position fire 2 rounds, recover, maintain cover down position, repeat four times for 8 rounds.

PHASE 4 - 20 seconds for pistols, 25 seconds for revolvers.

At the 15 Yard Line on command move to the **7 Yard Line**, draw and fire 12 rounds with a **MANDATORY RELOAD**.

PHASE 5 - 20 seconds for pistols, 25 seconds for revolvers

On command at the 7 YARD LINE move to the **5 Yard Line**, draw and fire 5 rounds strong hand, **Reload** and fire 5 rounds weak hand.

SCORING - B21, B21X targets - use indicated K value with a maximum 250 points multiplied by .4 to obtain percent.

B27 targets - 8, 9,10, X rings = 5 points, 7 ring = 4 points, hits on silhouette = 3 points multiply by .4 to obtain percent.

Q targets - 5 points inside the bottle, 3 points outside the bottle on the target, multiply by .4. to get percent.

INSTRUCTOR'S DISCRETION TO USE PROPER VERBALIZATION WHEN TO CHALLENGE THE TARGET.

APPENDIX E

VIRGINIA QUALIFICATION COURSE II

FOR SEMI-AUTOMATIC PISTOLS AND REVOLVERS

Targets - B21, B21X, B27, Q

60 Rounds, 3 - 25 YARDS

Qualification Score 70%

PHASE 1 - 20 seconds - at the **3 Yard Line**, on command draw and fire 6 Rounds standing with strong hand, **MAGAZINE CHANGE/RELOAD**, Fire 6 rounds standing with weak hand.

PHASE 2 - at the **7 Yard Line**, on command draw and fire 2 rounds in 3 seconds, holster, repeat until 12 rounds have been fired.

PHASE 3 - 10 seconds, at the **7 Yard Line**, On command draw and fire 6 rounds kneeling.

PHASE 4 - 37 seconds, At the **15 Yard Line**, on command fire 12 rounds standing, 6 rounds kneeling. SEMI-AUTOS must have **MAGAZINE CHANGE**.

ACADEMIES MUST CHOOSE ONE OF THE FOLLOWING PHASES FOR SCORING:

PHASE 5A - 45 seconds - at the **25 Yard Line**, on command fire 12 rounds, 6 rounds kneeling using barricade and 6 rounds standing using barricade for cover.

OR

PHASE 5B - 25 YARD LINE, 60 seconds for pistols, 60 seconds for revolvers. On command, fire 4 shots standing strong side, 4 shots kneeling strong side, and 4 shots prone strong side.

SCORING - B21, B21X, targets - use indicated K value with a maximum 300 points divided by 3 to obtain percent.

B27 targets - 8, 9,10, X rings = 5 points, 7 ring = 4 points, hits on silhouette = 3 points divided by 3 to obtain percent.

Q targets - 5 points inside the bottle, 3 points out of the bottle on the target. Divide by 3 to obtain percent.

INSTRUCTOR'S DISCRETION WHEN TO HAVE OFFICER/DEPUTY TO USE PROPER VERBALIZATION TO CHALLENGE THE TARGET.

APPENDIX F

VIRGINIA TACTICAL QUALIFICATION COURSE I FOR SEMI-AUTOMATIC PISTOLS AND REVOLVERS

Targets - B21, B21X, B27, Q

50 Rounds, 5/7 - 25 YARDS

Qualification Score 70%

Each officer/deputy restricted to number of magazines carried on duty. Magazines fully loaded. Instructor shall determine magazine changes.

PHASE 1 - At **5, 7 OR FRACTION THEREOF**, point shoulder shooting, fire 2 rounds in 3 seconds for 12 rounds. After each two rounds, holster, repeat until 12 rounds have been fired.

1. On command draw and fire 6 rounds in 8 seconds, point shoulder position.
2. On command draw and fire 4 rounds in 8 seconds, strong hand only, point shoulder.
3. On command fire 4 rounds in 10 seconds, weak hand point shoulder.

PHASE 2 - At **15 Yard Line**, point shoulder position

1. On command draw and fire 2 rounds in 3 seconds for 6 rounds. (Optional to holster after each 2 rounds)
2. On command draw and fire 6 rounds in 12 seconds.

ACADEMIES MUST CHOOSE ONE OF THE FOLLOWING PHASES FOR SCORING:

PHASE 3A - at 25 Yard Line, 45 seconds for pistols, 60 seconds for revolvers.

1. On command assume kneeling position, draw and fire 6 rounds behind a barricade.
2. Fire 6 rounds, strong hand standing barricade position.

PHASE 3B - at 25 Yard Line, 60 seconds for pistols, 60 seconds for revolvers. On command, fire 4 shots standing strong side, 4 shots kneeling strong side, and 4 shots prone strong side.

SCORING - B21, B21X targets - use indicated K value with a maximum 250 points multiply by .4 to obtain percent.

B27 targets - 8, 9,10,X rings = 5 points, 7 ring = 4 points, hits on silhouette = 3 points multiply by .4 to obtain percent.

Q targets - 5 points inside the bottle, 3 points out of the bottle on the target, multiply by .4 to obtain percent.

INSTRUCTOR'S DISCRETION WHEN TO HAVE OFFICER/DEPUTY USE PROPER VERBALIZATION TO CHALLENGE THE TARGET.**APPENDIX G****VIRGINIA TACTICAL QUALIFICATION COURSE II
FOR SEMI-AUTOMATIC PISTOLS AND REVOLVERS**

Targets - B21, B21X, B27, Q

36 ROUNDS, 3 - 25 YARDS

Qualification Score 70%

Course begins with a charged and fully loaded weapon, all shots fired standing with strong hand, weapon at eye level with all shots placed high in the chest area unless directed otherwise by the instructor. Weapons WILL NOT BE holstered until the target has edged or whistle has blown. At the end of each phase of fire, a tactical/combat reload will be executed before holstering. If a reload is required it will be accomplished by using a combat or speed reloading technique.

Prior to the start of the course at the 7 YARD LINE, semi-auto pistol shooters will be advised to keep one magazine empty and load as directed by instructor in order to evaluate slide lock back, chamber empty and combat loads. Revolver shooters will have reload time increased by 2 seconds at all stages of fire.

PHASE 1 - At 3 Yard Line, on command draw and fire 2 rounds in 3 seconds, one round in the body, one round in the head or groin and holster. Repeat 3 more times until 8 rounds have been fired.

REVOLVER shooter will reload before firing last four rounds.

PHASE 2 - At 7 Yard Line, (Prior to firing this stage, pistol shooters will be directed to do an in holster magazine exchange placing a magazine with 2 rounds in the pistol). On command draw and fire 2 rounds strong hand, execute a combat or speed reload, transfers weapon to weak hand and fires 1 additional round in 10 seconds. Weapon remains out held in weak hand only and on command fires 3 rounds in 3 seconds and safely holsters. Total rounds fired 6.

PHASE 3 - At 7 Yard Line, draw and fire 4 rounds in 5 seconds and safely holster. Repeat again for a total of 8 rounds. (Revolvers, top off cylinder before firing last 4 rounds).

PHASE 4 - At 15 Yard Line, standing, draw weapon to READY GUN and wait command to fire. On command fire 2 rounds in 3 seconds, return to READY GUN. On command fire 2 rounds, execute a combat or speed reload fire 2 additional rounds and return to READY GUN.

12 SECONDS allotted to fire rounds 3 & 4, reload and fire 2 additional rounds. On command fire 2 rounds in 3 seconds, safely holster. Total rounds fired 8.

PHASE 5 - AT 25 Yard Line, Shooter stands beside cover (barricade), On command retreats behind cover, draws on the move and from behind cover, assumes strong side kneeling position, leans out from behind the cover, fires 2 rounds strong side kneeling in 12 seconds and holsters.

Shooter stands beside cover (barricade) and on command shooter retreats behind cover and assumes strong side standing position, leans out from behind cover and fires 2 rounds, strong side standing in 12 seconds and holsters.

Shooter again retreats behind cover, assumes weak side standing position, leans out from behind cover and fire 2 rounds weak side standing and holsters.

WHEN SHOOTER RETREATS BEHIND COVER, ALL WEAPONS WILL BE DECOCKED AND TRIGGER FINGER PLACED OUTSIDE AND ABOVE THE TRIGGER GUARD. FAILURE TO DO SO IS A SAFETY VIOLATION AND NONE OF THE ROUNDS FIRED WILL BE SCORED. This course of fire is to teach looking for and moving to cover.

SCORING - B21, B21X, B27 targets - used indicated K value with a maximum 180 points divide by 1.8 to obtain percent.

B27 target - 8, 9, 10, X rings = 5 points, 7 rings = 4 points, hits on silhouette = 3 points, divide by 1.8 to obtain percent.

Q targets - 5 points inside the bottle, 3 points out of the bottle and on the target divide by 1.8 to obtain percent.

INSTRUCTOR'S DISCRETION WHEN TO HAVE OFFICER/DEPUTY USE PROPER VERBALIZATION TO CHALLENGE THE TARGET.

APPENDIX H

VIRGINIA TACTICAL QUALIFICATION COURSE III FOR SEMI-AUTOMATIC PISTOLS

Targets-B21, B21x, B27, Q – 99**50 ROUNDS, 1/3-25 YARDS****Qualification Score 70%**

Each officer/deputy restricted to number of magazines carried on duty. Magazines may be partially loaded during course of fire to induce a malfunction at instructor's discretion. Instructor may determine magazine exchanges. Course may be run from the 25 to the 1/3 yard line, or 1/3 yard line to the 25 yard line. Lateral, fore or aft movement during any phase at the instructor's discretion.

Phase 1-At the 25 Yard Line, for a total of 6 rounds.

On command, draw and fire 3 rounds standing, and 3 rounds kneeling in 25 seconds. (Option use barricade or simulated cover)

Phase 2-At the 15 Yard Line, for a total of 6 rounds.

On command, draw and fire 2 rounds in 4 seconds. (3x for total of 6 rounds) (Option, shoot then step laterally)

Phase 3-At the 7 Yard Line, for a total of 6 rounds.

On command, draw and fire 2 rounds in 3 seconds. (3x for total of 6 rounds) (Option, step laterally as you draw)

Use either 4a or 4b

Phase 4a-At the 7 Yard Line, for a total of 12 rounds.

On command, draw and fire 6 rounds, perform a reload, then fire an additional 6 rounds in 12 seconds. (Option, step laterally while reloading)

Phase 4b-At the 7 Yard Line, for a total of 12 rounds.

On command, draw as you move to the 5 yard line,

1. fire 2 rounds in 3 seconds, (3x for total of 6 rounds)
2. fire 6 rounds in 6 seconds.

Phase 5-At the 5 Yard Line, for a total of 14 rounds, on command, draw and fire (Option, step laterally as you draw)

1. 2 rounds in 3 seconds (3x for total of 6 rounds)
2. 4 rounds in 6 seconds, strong hand only.
3. 4 rounds in 8 seconds, weak hand only.

Phase 6-At the 1-3 Yard Line, for a total of 6 rounds.

On command, draw and fire 3 rounds in 3 seconds using close quarter/hip technique. (Option, shove and shoot and/or 1-2 steps to the rear after shooting)

SCORING- B21, B21x targets-use indicated K value with maximum 25 points multiplied by .4 to obtain percent.

B27 targets-8, 9, 10, X rings=5 points, 7 ring=4 points, hits on silhouette=3 points multiply by .4 to obtain percent.

Q targets-5 points inside the bottle, 3 points outside the bottle on target multiply by .4 to get percent.

INSTRUCTOR'S DISCRETION WHEN TO HAVE OFFICER/DEPUTY USE PROPER VERBALIZATION TO CHALLENGE THE TARGET.

APPENDIX I

VIRGINIA TACTICAL QUALIFICATION COURSE IV

FOR SEMI-AUTOMATIC PISTOLS

Targets-B21, B21x, B27, Q

60 ROUNDS, 1/3-25 YARDS

Qualification Score 70%

Each officer/deputy restricted to number of magazines carried on duty. 25 yard line phase calls for rounds fired from 2 different positions (chosen from standing, kneeling, prone) for a total of 12 rounds. Mandated reloads or staging magazines to induce a malfunction at the instructor's discretion. When utilizing barricade or simulated cover position, Instructor option to begin behind cover or seek cover to begin phase. (Example: Shooter draws as he/ she steps behind cover) Close quarter/hip shooting portion can be run from three yards and in, utilizing close quarter shooting techniques. Lateral movement during draw or after shots may be introduced during any phase of fire at the instructor's discretion. Instructor option to substitute 5 Yard line stage with: draw and fire 4 rounds strong hand, safely transfer weapon to weak hand and immediately fire 4 rounds weak hand in 10 sec.

Phase 1-At the 25 Yard Line, for a total of 12 rounds.

On command, draw and fire 6 rounds from position 1; from position 2, fire 6 rounds in 45 seconds behind cover.

Phase 2-At the 15 Yard Line, for a total of 18 rounds. (Option for lateral movement)

1. On command, draw and fire 2 rounds in 4 seconds (3x for total of 6 rounds)
2. On command, draw and fire 6 rounds, combat reload, then fire 6 more rounds in 25 seconds.

Phase 3-At the 10 Yard Line, for a total of 6 rounds. (Option for lateral movement)

1. On command, draw and fire 2 rounds in 3 seconds, then go to ready gun.
2. From ready gun, on command, fire 2 rounds in 3 seconds.
3. From ready gun, on command, fire 2 rounds in 3 seconds.

Phase 4-At the 7 Yard Line, for a total of 12 rounds. (Option for lateral movement)

1. On command, draw and fire 2 rounds in 3 seconds.
2. On command, draw and fire 2 rounds in 3 seconds.
3. On command, draw and fire 2 rounds in 3 seconds.

4. On command, draw and fire 3 rounds in 4 seconds.
5. On command, draw and fire 3 rounds in 4 seconds.

Use either 5a or 5b

Phase 5a-At the 5 Yard Line, for a total of 8 rounds. (Option for lateral movement)

1. On command, draw and fire 4 rounds in 6 seconds, strong hand only then assess, scan and holster.
2. On command, draw and fire 4 rounds in 8 seconds, weak hand only. Reload and holster.

Phase 5b-At the 5 Yard Line, for a total of 8 rounds.

On command, draw and fire 4 rounds strong hand only, safely transfer to weak hand, then fire 4 more rounds weak hand only in 10 seconds.

Phase 6-At the 3 Yard Line or Closer, for a total of 4 rounds.

1. On command, draw and fire using close quarter/hip technique 2 rounds in 3 seconds. (Option, shove and shoot and/or 1-2 steps to the rear after shooting).
2. On command, draw and fire using close quarter/hip technique 2 rounds in 3 seconds. (Option, shove and shoot and/or 1-2 steps to the rear after shooting).

SCORING-B21, B21x targets-use indicated K value with maximum 300 points divided by 3 to obtain percent.

B27 target-8, 9, 10, X rings=5 points, 7 ring=4 points, hits on silhouette=3 points divided by 3 to obtain percent.

Q target-5 points inside the bottle, 3 points outside the bottle on target, divide by 3 to get percent.

INSTRUCTOR'S DISCRETION WHEN TO HAVE OFFICER/DEPUTY USE PROPER VERBALIZATION TO CHALLENGE THE TARGET.

APPENDIX J**VIRGINIA TACTICAL QUALIFICATION COURSE V****FOR SEMI-AUTOMATIC PISTOLS**

Targets-B21, B21x, B27, Q

50 ROUNDS, 1/3-25 YARDS

Qualification Score 70%

Each officer/deputy restricted to number of magazines carried on duty 25 yard line calls for rounds fired from 2 different positions (chosen from standing, kneeling, prone) for a total of 6 rounds. (Example: 3 standing and 3 kneeling) Mandated reloads or staging magazines to induce a malfunction/reload at instructor's discretion. When utilizing barricade or simulated cover position, instructor option to begin behind cover or seek cover to begin phase. (Example: Shooter draws as he/she steps behind cover) Lateral movement during draw or after shots may be introduced during

any phase of fire at the instructor's discretion. Close quarter/hip shooting portion can be run from three yards and in, utilizing close quarters shooting techniques. Instructor option to substitute 5 yard line stage with: draw and fire 4 rounds strong hand only, safely transfer weapon to weak hand and immediately fire 4 rounds weak hand only in 12 sec.

Phase 1-At the 25 Yard Line, for a total of 6 rounds.

On command, draw and fire 3 rounds from position 1; from position 2, fire 3 rounds in 25 seconds behind cover.

Phase 2-At the 15 Yard Line, for a total of 12 rounds.

1. Have shooters draw to Ready Gun position. On command fire 2 rounds in 3 seconds, assess, scan and return to Ready Gun. Repeat 2 more times for a total of 6 rounds. Reload and holster.
2. On command, draw and fire 6 rounds in 12 seconds. Assess, scan and holster.

Phase 3-At the 10 Yard Line, for a total of 12 rounds.

On command, draw and fire 6 rounds, reload, and immediately fire 6 more rounds in 20 seconds.

Phase 4-At the 7 Yard Line, for a total of 6 rounds.

On command, draw and fire 2 rounds in 3 seconds. Repeat 2 more times for a total of 6 rounds.

Use either 5a or 5b

Phase 5a-At the 5 Yard Line, for a total of 8 rounds.

1. On command, draw and fire 4 rounds in 6 seconds strong hand only, assess, scan and holster.
2. On command, draw and fire 4 rounds in 8 seconds weak hand only.

Phase 5b-At the 5 Yard Line, for a total of 8 rounds.

On command, draw and fire 4 rounds strong hand only, safely transfer weapon to weak hand, and immediately fire 4 rounds weak hand only in 12 seconds.

Phase 6-At the 3 Yard Line or Closer, for a total of 6 rounds.

On command, draw and fire using close quarter/hip technique 3 rounds in 4 seconds. Repeat again for a total of 6 rounds. (Option shove and shoot and/or 1-2 steps to the rear after shooting.)

SCORING-B21, B21x targets-use indicated K value with maximum 250 points multiplied by .4 to obtain percent.

B27 target-8, 9, 10, X rings=5 points, 7 ring=4 points, hits on silhouette=3 points multiply by .4 to obtain percent.

Q target-5 points inside the bottle, 3 points outside the bottle on target, multiply by .4 to get percent.

INSTRUCTOR'S DISCRETION WHEN TO HAVE OFFICER/DEPUTY USE PROPER VERBALIZATION TO CHALLENGE THE TARGET.