

NUMBER: 700	SUBJECT: Pre-Employment Training Definitions/Application
EFFECTIVE DATE: 09/30/1999	REVIEW DATE: 8/19/2026
SUPERSEDES:	
REVISED: 8/19/2025	
STANDARDS:	DCJS:
APPROVED:	



I. POLICY:

It shall be the policy of the Piedmont Regional Criminal Justice Training Academy to establish specific definitions when referring to Pre-Employment training programs.

II. PURPOSE:

The purpose of this policy is to create a uniform set of terms and definitions which will assist Academy staff and participating criminal justice agencies in identifying individuals who are eligible for enrollment in Piedmont Regional Criminal Justice Training Academy Pre-employment training programs.

III. PROCEDURE:

The following words and/or phrases whenever use in conjunction with preemployment training at the academy, shall have the following meanings; unless the context otherwise requires:

1. "Criminal Justice Employee" means an individual who is employed full or part time for an agency which performs criminal justice activities as its principal function.
2. "Pre-employment Training" means mandated entry-level courses which are designed for individuals who are not criminal justice employees/appointees. Acceptable students for this training are individuals who have met all criteria identified for matriculation at the Piedmont Regional Criminal Justice Training Academy.
3. "Academy Curriculum and Admissions Committee" has the responsibility of approving candidates for matriculation to Academy Pre-employment Training Programs.
4. "Criminal Justice Agency" means a Piedmont Regional Training Academy participating governmental agency or a subunit of a governmental agency which as its principal function performs criminal justice activities.

5. "Criminal History Record Information" means records and data collected by criminal agencies on adult individuals consisting of identifiable descriptions and notations of arrests, detention, indictments, information or other formal charges and any disposition arising therefrom. The term shall not include juvenile record information which is controlled by Chapter 10 (16.1-223 et seq.) of Title 16.1, criminal justice intelligence information, criminal justice investigative information or correctional status information.
6. "The Academy" means the Piedmont Regional Criminal Justice Training Academy.
7. "Hold Harmless Agreement" means a contractual agreement between the Academy and pre-employment student where pre-employment student agrees to release the Academy from liability resulting from accident, injury or death provided the academy follows prescribed safety rules and established policy and procedures.
8. "Memorandum of Understanding" means a written contractual agreement outlining commitments and requirements on the part of both the preemployment student and the academy.
9. "Department" means the Department of Criminal Justice Services.
10. "Drop Period" means the identified time that the pre-employment student may withdraw from the academy pre-employment program and be considered for a partial or full refund of tuition monies paid.
11. "Recruitment" means an agency can actively recruit any self-pre-employment candidate so as long as the recruit (student) is halfway through the academy session. **(Example – Jail – 1 ½ months into the school/LE – 2 ½ months into the school/Dispatch/Animal Control can be at any time.)**