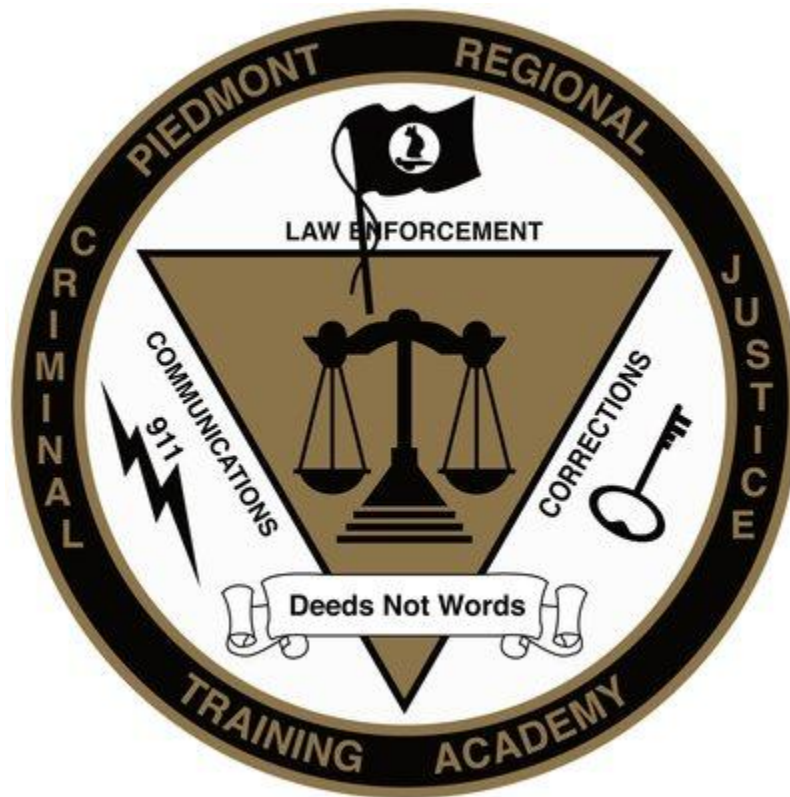


Piedmont Regional Criminal Justice Training Academy

Student Catalog and Handbook

January 2025-2028



Academy Location/Contact Information

- Address: 1024 Dupont Rd. Martinsville Va. 24112
- Phone Number: 276-634-4525
- Website- www.prcjta.org
- Email Contacts:
 - Director Rea- brea@prcjta.org
 - Deputy Director Brockway- sbrockway@prcjta.org
 - Asst. Training Coordinator Fulcher- afulcher@prcjta.org

Board of Directors

As a regional academy, PRCJTA, is governed by a board of directors. This board consists of chiefs, sheriffs, and directors of each respective member agency. The board meets monthly to discuss academy operation, upcoming training, and any prospective ideas for change. The academy member agencies and respective board members are listed below:

- Chief Chad Rhodes- Martinsville Police Department
- Chief Chris Wiles- Danville Police Department
- Chief Gary Dove- Patrick & Henry Community College
- Chief John Hewitt- Gretna Police Department
- Chief Gary Lawson- Chatham Police Department
- Sheriff Wayne Davis- Henry County Sheriff's Office
- Sheriff Steve Draper- Martinsville City Sheriff's Office
- Sheriff Dan Smith- Patrick County Sheriff's Office
- Sheriff Michael Taylor- Pittsylvania County Sheriff's office
- Sherrif Mike Mondul- Danville Sheriff's Office
- Director Tierra Dillard- Martinsville/Henry County 911 Center
- Director Christopher Key- Pittsylvania County 911 Center
- Director Gene Beasley – Danville Adult Detention Center
- Chief Dave Coffey- Danville Fire Department/911 Center

Academy Staff

Director: Benjamin Rea

Director Rea assumed his role in July of 2022. He retired from law enforcement after 26 years of service and began working with a records management company before deciding to take on the duties of leading the academy. He is a certified general instructor who instructs as often as he can. He is passionate about advancing the academy with new partnerships, technology and methodology to ensure effective operation and functionality. Director Rea oversees all academy operations.

Deputy Director: Stephen Brockway

Deputy Director Brockway assumed his role in June of 2022 after serving in law enforcement for nine years. He is a certified general instructor and control tactics instructor. He is passionate about leadership and improving academy function wherever possible. Deputy Director Brockway oversees specialized certification courses, dispatch schools, and option six law enforcement courses.

Assistant Training Coordinator: Amber Fulcher

Assistant Training Coordinator Fulcher assumed her role in January of 2021 after serving administratively in one of the academy's member agencies for 15 years. She is well versed in financial operations, audit documentation and record management. She is a certified general instructor and oversees all basic jail courses.

Academy Operation Dates/Schedule

The Piedmont Regional Criminal Justice Training Academy operates Monday Through Friday 7:30am to 4:30Pm. The academy is closed on Saturday and Sunday and follows the state holiday list regarding closure dates during the week. Below are significant dates during each month such as closures and training courses taking place. This schedule is subject to change due to inclement weather and other emergencies. In such cases, the decision to close the academy falls to the Director.

2025

January:

1/1/25-Closed-New Years Day

1/20/25-1/24/25-FBI LEEDA Course

1/21/25-6/20/25-Entry Level Law Enforcement Session #34

February:

2/5/25-Drone Tactics Training

2/17/25-Closed-Presidents Day

2/20/25-Glock Armorer's School

March:

3/3/25-3/7/25-ALERRT Instructor School

3/10/25-5/30/25-Entry Level Jail Session #42

3/10/25-3/14/25-General Instructor School

3/24/25-3/27-25-Advanced Civil Process Course

3/31/25-4/3/25-Field Training Officer School

April:

4/16/25-Autism Training

May:

5/20/25-5/22/25-Bombing Prevention Course

5/26/25-Closed-Memorial Day

June:

6/19/25-Closed-Juneteenth

July:

7/4/25-Closed-Independence Day

August:

N/A

September:

9/1/25-Closed-Labor Day

9/10/25-9/12/25-Ground Tactics Course

October:

10/13/25-Columbus Day

November:

11/4/25-Election Day

11/11/25-Veteran's Day

11/26/25 Closed Half Day-Thanksgiving

11/27/25-11/28/25-Closed-Thanksgiving

December:

12/24/25-Closed Half Day-Christmas Eve

12/25/25-12/26/25-Closed-Christmas

2026

January:

1/1/26-Closed-New Years Day

1/19/26-Closed-Martin Luther King Day

February:

2/16/26-Closed-President's Day

March:

NA

April:

NA

May:

5/25/26-Closed-Memorial Day

June:

6/19/26-Closed-Juneteenth

July:

7/4/26-Closed-Independence Day

August:

NA

September:

9/7/26-Closed-Labor Day

October:

10/12/26-Closed-Columbus Day

November:

11/3/26-Closed-Election Day

11/11/26-Closed-Veteran's Day

11/25/26-Closed Half Day-Thanksgiving

11/26/26-11/27/26-Closed Thanksgiving

December:

12/24/26-Closed Half Day-Christmas Eve

12/25/26-12/26/26-Closed Christmas

2027

January:

1/1/27-Closed-New Year's Day

1/18/27-Closed-Martins Luther King Day

February:

2/15/27-Closed-President's Day

March:

NA

April:

NA

May:

5/31/27-Closed-Memorial Day

June:

6/19/27-Closed-Juneteenth

July:

7/4/27-Closed Independence Day

August:

NA

September:

9/6/27-Closed Labor Day

October:

10/11/27-Closed Columbus Day

November:

11/2/27-Closed-Election Day

11/11/27-Closed-Veteran's Day

11/24/27-Closed Half Day-Thanksgiving

11/25/27-11/26/27-Closed Thanksgiving

December:

12/24/27-Closed Half Day-Christmas Eve

PRCJTA-Table of Contents

Title	Page
General Information	10
Mission Statement	10
History/Purpose	10
Recruit Admissions	11
Agency Affiliate	11
Agency Sponsored/Self Pay Pre-Employment	11
Pre-Employment Tuition Costs	12
Application/Entrance Requirements Policy-708	12
Pre-Employment Training Tuition Policy-709	14
Institution Refund Policy-706	15
Tuition Fees Policy-204	19
Basic Certification Programs	21
Law Enforcement	21
Option Six Law Enforcement	21
Jail/Civil Process/Courtroom Security	22
Dispatcher	22
Animal Control Officer	23
Campus Security	23
Grading System/Graduation Requirements Policy-218	24
Grading System/Graduation Requirements Policy-502	24
Program Descriptions Policy-500	29
Attendance Policy-215	31
Available Space/Facilities/Equipment Policy-401	33
Available Space/Facilities/Equipment Policy-503	34
Available Space/Facilities/Equipment Policy-607	36
Prior Training Credit for Basic Certifications	37

PRCJTA-Table of Contents Cont.

Title	Page
Credit for Prior Training Policy-218	37
Method of Record Retention Policy-224	42
Specialized Certification Programs	53
General Instructor	53
EVOC Instructor	53
Firearms Instructor	53
Control Tactics Instructor	54
Radar/Lidar Instructor	54
Field training Officer	55
Instructor Certifications/Qualification Policy-248	55
Academy Certification	62
DCJS Audit Sheet Example	63
Learning Assistance/Virginia Workforce Agreement	77
Academy Handbook	83

PRCJTA-General Information

Mission Statement:

As an institution, we strive to foster the transformation of our community's men and women into public servants who portray the professionalism and work ethic needed to be successful members of society. It is our goal to instill attention to detail, accountability, and ownership into every individual that walks our hallways. We strive to empower all recruits with a level of training that allows them to rise to any occasion.

History/Purpose:

The Piedmont Regional Criminal Justice Training Academy is one of eleven regional academies in the state of Virginia. The academy was first opened in 1997 and continues to serve a total of thirteen local agencies to this day. Currently, the academy is responsible for the training delivery, record maintenance, certification, and development of numerous first responder functions. These functions include:

- Law enforcement
- Jailor
- Civil Process (*covered within jailor certification program*)
- Courtroom Security (*covered within jailor certification program*)
- Dispatcher
- Campus Security

The academy also provides the training necessary for individuals to obtain certifications beyond their basic function to further their value and skill set. These certifications include the following:

- General Instructor
- Firearms Instructor
- EVOC (Driver Training) Instructor
- Control Tactics Instructor
- Field Training Officer
- Radar/Lidar Instructor
- Animal Control Officer

Our basic certification training is provided by a variety of instructors from our member agencies, as well as some outside individuals with specific education/training pertaining to various topics such as Virginia criminal law. This wide range of instructors allows for different levels of experience and skill set; which creates an environment of impactful instruction.

PRCJTA-Recruit Admissions

Agency Affiliate:

This is the general classification of recruits who attend the academy to receive training related to a certifiable function. This entails that an individual has already been hired by a member agency and is attending the training as an employee of that respective agency. Such individuals are provided with certain training equipment materials to complete the class by that agency/academy.

Agency Sponsored/Self Pay Pre-Employment:

Pre-employment training is designed to allow individuals who are not employed by criminal justice agency/ communications to obtain the state mandated training. Upon completion of training, individuals can then apply to criminal justice agencies for full time employment. An individual who wishes to pay their own way through one of the basic certification curriculums (LE, Jail, Dispatcher) can do so if they meet the academy's established minimum requirements as follows:

- An original birth certificate documenting U.S citizenship and that the applicant will be at least 18 years of age (basic jail school) or 21 years of age (basic LE school) no later than the day the session is scheduled to begin.
- A valid driver's license.
- An official high school diploma, or transcripts validating the applicant was awarded a high school diploma, or, official documents that indicate successful completion of GED requirements.
- An original Piedmont Regional Criminal Justice Training Academy health screening and physical stipulating no training restrictions or disabling health conditions. (Does not apply for basic dispatcher or animal control)
- A completed Piedmont Regional Criminal Justice Training Academy applicant report for mandatory drug testing reporting a negative presence of illegal drugs.
- A completed Virginia fingerprint based criminal history records check which indicates the applicant has not been convicted of, plead guilty, or no contest to a felony or any offense that would be a felony if committed in Virginia.
- Completed fingerprint based criminal history check for any/all states the applicant has resided in since their fourteenth birthday.
- Sufficient financial resources to: pay tuition fees, purchase training equipment, and complete program pre-evaluations/ examinations if required.
- Any individual interested in applying for the pre-employment training program MUST first obtain an endorsement/ sponsorship from a local Sheriff, Chief of Police, or Dispatch Center Director; who is a currently affiliated with the academy. Failure to do so will result in non-admission to the program. (NOTE: It may be possible for an individual to apply without a sponsorship)

Pre-Employment Tuition Costs:

1. Basic Law Enforcement: \$2,500.00
2. Basic Jailor: \$1,250.00
3. Basic Dispatcher: \$300.00
4. Basic Animal Control: \$500.00
5. Campus Security Officer: \$300.00
6. Option Six Law Enforcement Certification: \$500.00

Application/Entrance Requirements Policy-708

- **POLICY:**
It shall be the policy of the Piedmont Regional Criminal Justice Training Academy to require individuals who make application to academy pre-employment training programs, to meet specific entrance standards. No individual may register for application to academy pre-employment programs unless they meet the standards articulated within this policy.
- **PURPOSE:**
The purpose of this policy is to establish specific entrance requirements, which must be met by all pre-employment applicants prior to consideration for enrollment.
- **PROCEDURE:** Individuals who request application for admittance to academy pre-employment training programs shall be advised that prior to acceptance of program application each candidate must provide documentation that the following standards have been met:
 1. Candidates that wish to attend academy pre-employment training programs shall be required to complete a pre-employment training application. This application will request information that ensures applicants meet all law enforcement officer employment stands identified under 15.2-1705 code of Virginia. A copy of the academy application for admission to pre-employment programs is attached to this policy.
 2. Candidates shall provide academy staff at the time of application the following certificates and credentials:
 - a. Birth certificate documenting United States citizenship that the potential candidate has or will have reached their eighteenth

- birthday no later than the day of program opening.
- b. Documentation of U.S Citizenship where appropriate.
 - c. A valid vehicle operator license, if the training program requires the pre-employment student to operate a motor vehicle as a part of the required curriculum.
 - d. Official high school diploma and transcripts including attendance records and grades, documenting that the candidate has successfully been awarded a high school diploma or; official documents validating successful completion of GED requirements.
 - e. An original academy health screening and physician referral form signed by a licensed physician stipulating no training restrictions. Following completion of this exam, completed documents will be sent to the academy via mail or email based on agency policy before the individual is allowed to begin the training curriculum.
 - f. The original report for mandatory drug testing from the licensed physician reporting negative presence of illegal drugs. This drug test shall be conducted within thirty days of the program initiation. The report will be included within the applicant's medical screening package. If the examining physician will not conduct the required drug screening as required by the academy policy, the candidate shall submit to required drug screening at a facility identified by the academy. Completed drug screening evaluations, reports and results will not be given to the applicant. The medical and drug screening information will be sent to the academy via mail within the time specified by academy.
 - g. Documented evidence that a Virginia fingerprint based criminal history records check has been conducted and that such check ensures that the applicant has not been convicted of or pled guilty or no contest to a felony, or any offense that would be a felony if committed in Virginia. The applicant shall provide evidence of a completed fingerprint examination for all states in which he/she has resided beyond his/her fourteenth birthday. Each applicant will be required to sign an "authorization for release of information" document requesting fingerprint, employment, and residential background search information to be released to academy and its agents.

1. Tuition cost to attend Academy Pre-Employment Training Programs is \$2,500.00 for Entry Level Law Enforcement, \$1,250.00 for Entry Level Jail Courtroom & Civil Process, \$300.00 for Entry Level Dispatcher and \$500 for Animal Control, per student. A check payable to DCJS for the training registration will be a separate fee of \$100.00.
2. The tuition fee does not include reimbursement for travel, lodging or food. Such expenses are the responsibility of the Pre-Employment student.
3. The tuition fee does not include the cost for specialized equipment that the Pre-Employment student may be required to possess to participate in the training program.
4. The tuition fee does not include cost for materials, documents, certificates, certifications and credentials required for application to the Pre-Employment training program.
5. Candidates shall be financially responsible for all Pre-Employment tuition costs, which will be paid in full prior to admission to the Academy Pre-Employment Training Program. Pre-Employment training tuition charges will be specified in the Memorandum of Understanding which shall be completed prior to student admission to the Pre-Employment Training Program.
6. Failure to meet all financial responsibilities at times designated by Academy staff will be justification for dismissal from the, Academy Pre-Employment Training Program.

Institution Refund Policy-706

- **POLICY:**
It shall be the policy of the Piedmont Regional Criminal Justice Training Academy to establish specific guidelines identifying under what circumstances pre-employment, outside agency students, or military veteran students may be granted a refund of tuition/fees monies paid.
- **PURPOSE:**
The purpose of this policy is to provide notice prior to matriculation to pre-employment, outside agency, or military students that specific guidelines are to be followed to receive full or partial refunds of tuition/fees paid for training.
- **PROCEDURE:**
To receive consideration for a full or partial refund of tuition monies paid to the academy, the following procedures shall be adhered to:

PRE-EMPLOYMENT

1. Pre-employment students are required to have paid academy designated tuition and fees, in full, prior to matriculation.
2. Pre-employment tuition refunds will be made in full when a pre-employment program must be cancelled.
3. Pre-employment students are eligible for tuition refund provided the pre-employment student advises appropriate academy staff by written notification within the academy fifteen (15) day "drop" period. Just sending an email will not suffice.
4. The beginning of the fifteen (15) day "drop" period starts the day academy staff receives tuition payment.

SPECIALIZED CLASSES (OUTSIDE VENDOR/ACADEMY STAFF)

1. Any specialized training conducted at the academy by an outside vendor is required to oversee any tuition/fees paid for attending a class should a refund be requested. All written complaints should come from agency staff to the academy director for an outcome following #2.
2. If the academy paid the vendor for their services, no money shall be refunded until a thorough review of the written request for a refund has been examined by the academy director. In the event no solution can be found, the director will request a Board meeting to resolve the issue. This meeting shall be held no later than ten (10) days after the Board has been notified in writing.
3. Should academy staff/instructors instruct a specialized class that required tuition/fees from agency/personnel, a written complaint shall be forwarded to the academy director following #2.
4. The written request, and review, for a refund will determine the amount refunded. Any refunded tuition/fees shall be documented accordingly by the academy director, or designee.

MILITARY (VETERAN) STUDENTS

1. If a veteran attends a class at the academy, the academy has to have a pro-rata policy to not exceed the total charges that the number of days, or hours, of an academy program (class) bears to the total length of said program. To add, the non-refundable portion of “registration fees” will not exceed ten dollars (\$10.00). (Note: this is a requirement under the Department of Veteran Affairs; document #22-10288)
2. The student shall follow the same guidelines for a refund request as noted within section “Specialized Classes, #2.
3. The written request, and review, for a refund will determine the amount refunded. Any refunded tuition/fees shall be documented accordingly by the academy director, or designee.

MEMBER AGENCY PERSONNEL

1. Any student/recruit employed by a “member agency” of this academy shall not ask for any refund of tuition/fees. If an issue, this shall be handled through said agency and the academy.
2. Tuition/fees are already paid to this academy due to a member agreement in the Charter. If tuition/fees are disputed, this has to come from the agency Chief, Sheriff, or Director, in writing.

NON-REFUNDABLE CIRCUMSTANCES

- Any student/recruit academic failure does not constitute extenuating circumstances for a refund.
- Any student dismissed from the academy due to a disciplinary action, based on academy policy/handbook, does not constitute an extenuating circumstance for a refund.

REFUNDABLE CIRCUMSTANCES (ANY STUDENT)

1. Should a veteran be forced to withdraw from the academy due to military service, he/she can submit a written request for the full tuition/fee amount.
2. Should a student be withdrawn due to a sickness that determines, from a board-certified doctor, he/she cannot continue, and a written request is submitted, a full tuition/fee amount shall be considered.
3. If a student has been withdrawn from the academy due to a family emergency, i.e. death, sickness, etc., this will be evaluated for either a full

or partial tuition/fee to be returned. Factors to be considered are length and/or time.

DELAYED PAYMENT (VETERANS)

1. This academy follows student certificate of eligibility under chapters 31, 33, or 35 of the Veteran's Affairs Tuition and Fees regarding academy enrollment.
2. Students may attend academy classes/courses as soon as the COE either earlier when Va provides payment to the academy or ninety (90) days after the academy certifies all tuition and/or fees.
3. This academy shall not impose any penalties, late fees, or denial to academy access of classes, facilities, or require the student to borrow additional funds due to inability to meet their financial obligations to this academy. We follow chapters 31, 33, or 35, unless the student is less than 100% covered.

REINSTATEMENT

1. Should a student return from military service or an emergency reason stated within this policy, the academy shall not require he/she to re-qualify for admission. The only requirement would be for the academy, or agency, to complete the normal paperwork for their return. This applies should the student:
 - A. Return to the same academy after a cumulative absence of no more than five (5) years, and
 - B. The student provides notice of their intent to return to the academy no later than three (3) years after completing their service.
2. In the event the student's class session has ended and all have graduated, he/she shall be given the opportunity to attend another basic until all hours have been completed. This will also be determined by DCJS extensions and availability from the agency they are employed. If they are not employed by an agency, pre-employment, he/she can be added to the next available session.
3. Should the student need specific counseling before being enrolled, this is up to their agency. If not with an agency, the academy shall make available local resources to the student.

4. Should a student be enrolled, but did not begin attendance because of military service, he/she can defer enrollment and attend as stated in this section.

Tuition Fees Policy-204

- **POLICY:**
It shall be the policy of the Piedmont Regional Criminal Justice Training Academy to provide equal representation regarding Academy affairs and matters to all localities participating in the Academy.
- **PURPOSE:**
The purpose of this policy is to ensure that the principle of equal representation applies to all Academy members.
- **PROCEDURE:**
The training area of the Piedmont Regional Criminal Justice Training Academy shall be encompassed by the following participating agencies:
 - Chatham Police Department
 - Danville Police Department
 - Danville Fire/Emergency Communication Department
 - Danville Sheriff's Office
 - Danville Adult Detention Center
 - Gretna Police Department
 - Henry County Sheriff's Office
 - Martinsville Police Department
 - Martinsville Sheriff's Office
 - Martinsville-Henry County Communications Center
 - Patrick County Sheriff's Office
 - Patrick Henry Community College
 - Pittsylvania County Sheriff's Office
 - Pittsylvania County Emergency Management/Communications

I. Current Agency Listing

It shall be the responsibility of the academy director, or his designee, to maintain a current agency listing of those jurisdictions which encompass (participate) with this academy. These agencies should be financially contributing jurisdictions paying those associated assessment fees.

II. Assessment Fees – Member Agencies

It shall be the policy of this academy to collect the necessary fiscal yearly fees from member agencies and those auxiliary officers that are employed and entered into the DCJS training software; Tracer. The Director, or his designee, shall send out a survey to all member agencies each year, starting in March, to get a total number of authorized personnel to assist in the collection of these fees.

III. Assessment Fees – Non-Member Agencies

- A. Any staff member that receives a request to register a “recruit student(s)” from any agency that does not currently hold “active membership” with a Virginia certified state funded academy shall advise such agency a charge of \$25.00 per day, per student, will be assessed. This fee doesn’t include reimbursement to said student or his/her department for travel, lodging, or food.
- B. Any staff member receiving such a request will advise each requesting agency seating priority will be given to agencies that have “active membership” with this academy.
- C. If this request involves firearms training, ammunition will not be included within the \$25.00 per day assessment fee. The student(s) agency has the option of supplying ammunition for training or reimbursing this academy for all ammunition costs. (Note: should the student want to supply their own ammunition, this has to be approved by their agency, following all academy safety rules and standards.)
- D. In the event an agency that participates with a Virginia certified state funded academy wants to register a “recruit student(s)” with this academy, that agency Sheriff/Chief, or designee, shall contact the academy Director for further assistance. Should it be possible to register said student, the Director shall coordinate with his own training coordinator(s) on seating availability and ensure a “one time” assessment fee is collected. This fee should cover any possible supplies, materials, handouts, etc. Associated travel, food, or ammunition costs must be borne by the registering agency.
- E. Any specialized training is normally covered by the entity hosting the training. Should a fee be necessary, that non-member agency shall follow the guidelines set forth in section “A” of this policy.
- F. Any student attending any class at this academy shall follow all academy policy, procedure, and DCJS objectives/standards.

Basic Certification Programs:

Law Enforcement:

Our law enforcement training curriculum is created and maintained in accordance with the established objectives provided by the Department of Criminal Justice Services (DCJS). This program consists of 22 weeks utilizing classroom and practical based learning to ensure recruits fully grasp the training. The course is evaluated using written testing as well as practical performance evaluation according to the standards set by DCJS. Upon completing this program, a recruit will have received the necessary training to effectively enforce Virginia laws, answer calls for service, protect their community, as well as the rights of the citizens within it. The completion of this training is required before an individual is allowed to submit final field training paperwork to DCJS.

The subjects/units of training for the basic law enforcement certification curriculum are derived from eight total categories established by the Department of Criminal Justice Services. The following categories are:

- Professionalism
- Legal Issues
- Communication
- Patrol
- Investigations
- Defensive tactics/Use of Force
- Weapons
- Driver Training

These categories are further broken down into specific topics that directly apply to the duties of a Law Enforcement Officer. These categories combine for a total of 935 hours of training. 635 of those hours are dedicated to classroom instruction while the other 300 are used for practical training evaluation such as scenarios or role playing.

Option 6-Law Enforcement:

Our option 6 law enforcement training curriculum is created and maintained in accordance with the established objectives provided by the Department of Criminal Justice Services (DCJS). This program is reserved for individuals who already possess a Virginia jailor certification and wish to obtain a law enforcement certification. This course consists of 12 weeks utilizing classroom and practical based learning to ensure recruits fully grasp the training. The course is evaluated using written testing as well as practical performance evaluation according to the standards set by DCJS. Upon

completing this program, a recruit will have received the necessary training to effectively enforce Virginia laws, answer calls for service, protect their community, as well as the rights of the citizens within it. The completion of this training is required before an individual is allowed to submit final field training paperwork to DCJS.

Option-Six Law Enforcement uses the same eight categories provided by the Department of Criminal Justice Services as the basic Law Enforcement Officer Curriculum. The option-six version simply allows those who qualify for such classification to omit certain objectives that have already been completed in a previous basic jailor course.

Jailor/Civil Process/Courtroom Security:

Our jail/civil process/courtroom security training curriculum is created and maintained in accordance with the established objectives provided by the Department of Criminal Justice Services (DCJS). This program consists of 12 weeks utilizing classroom and practical based learning to ensure recruits fully grasp the training. The course is evaluated using written testing as well as practical performance evaluation according to the standards set by DCJS. Upon completing this program, a recruit will have received the necessary training to effectively monitor and maintain the functionality, as well as order, of their respective correctional facility. They will also receive the necessary training to ensure secure courtrooms during trial proceedings and perform the civil process duties provided by their agency. The completion of this training is required before an individual is allowed to submit final field training paperwork to DCJS.

The subjects/units of training for the basic Jailor/Civil Process/Courtroom Security certification curriculum are derived from eight total categories established by the Department of Criminal Justice Services. The following categories are:

- Professionalism
- Legal
- Communication
- Jail Operations
- Investigations
- Defensive Tactics/Use of Force
- Weapons
- Driver Training

These categories are further broken down into specific topics that directly apply to the duties of a Jailor/Civil Process/Courtroom Security Deputy. These categories combine for a total of 480 hours of training. 264 of those hours are dedicated to classroom instruction while the other 216 are used for practical training evaluation such as scenarios or role playing.

Dispatcher:

Our basic dispatcher training curriculum is created and maintained in accordance with the established objectives provided by the Department of Criminal Justice Services (DCJS). This five-day course utilizes classroom and practical based learning to ensure recruits fully grasp the training. The course is evaluated using written testing as well as practical performance evaluation according to the standards set by DCJS. Upon completing this training, an individual will possess the skills necessary to perform as an effective 911 emergency communicator. The completion of this training is required before an individual is allowed to submit final field training paperwork to DCJS.

The subjects/units of training for the basic dispatcher certification curriculum are derived from four total categories established by the Department of Criminal Justice Services. The following categories are:

- Communication
- Dispatcher Judgement
- Legal
- Professionalism

These categories are further broken down into specific topics that directly apply to the duties of a dispatcher and combine for a total of 40 hours of training. 36 of those hours are dedicated to classroom instruction while the other four are used for practical training evaluation such as scenarios or role playing.

Animal Control Officer:

Our three-week animal control officer certification curriculum is created and maintained in accordance with the established criteria provided by the Department of Criminal Justice Services (DCJS). This program utilizes both classroom and practical based learning to help participants fully grasp what it takes to be an effective animal control officer. Participants will learn about Virginia laws regarding animals, how to handle dangerous/aggressive animals, shelter maintenance/upkeep, and animal ethnicization. This course is evaluated by a written exam as well as a practical performance evaluation. Upon completion of this course, participants will be required to complete field training to complete their certification.

The subjects/units of training for the Animal Control Officer certification curriculum are derived from three total categories established by the Virginia Department of Agricultural and Consumer Services. The following categories are:

- Animal Sciences
- Animal Law
- Basic Law

These categories are further broken down into specific topics that directly apply to the duties of an Animal Control Officer and combine for a total of 161 hours of training. 111 of those hours are dedicated to classroom instruction while the other 45 are used for practical training evaluation such as scenarios or role playing.

Campus Security Officer

Our campus security training curriculum is created and maintained in accordance with the established objectives provided by the Department of Criminal Justice Services (DCJS). This prepares individuals to serve as unarmed security for various education institutions. Participants learn techniques of de-escalation, incident response, and overall campus safety. This training utilizes written exams for evaluation of participant performance.

The subjects/units of training for the Campus Security certification curriculum are derived from six total categories established by the Department of Criminal Justice Services. The following categories are:

- ICS/CPR
- Roles and Responsibilities
- Legal and Liability
- Search and Seizure
- Student Behavior
- Emergency Response

These categories are further broken down into specific topics that directly apply to the duties of a Campus Security Officer and combine for a total of 26 hours of classroom training.

Grading System/Graduation Policy-502

- POLICY:
It shall be the policy of Piedmont Regional Criminal Justice Training Academy to establish guidelines for testing / retesting, remedial training, training not completed due to absence, and dismissal of students.
- PURPOSE:
The purpose of this directive is to ensure that training is conducted in accordance with current DCJS standards, that the quality of training is maintained at the highest possible levels, and to ensure the integrity of any evaluation process. The Academy will strive to assist all students in meeting curriculum learning objectives and/or DCJS compulsory minimum training standards. Efforts will be made to assist students who have difficulty in a particular area through remedial training and / or retraining.

- DEFINITIONS:

- Criteria - Those items covered during the training on which the person will be tested for successful achievement.
- Demonstrate - The selection and application of general rules, procedures, and methods for specific situations through written, oral, or physical means.
- Evaluate – To make judgments about the value of information (both obvious and obscure), dates, materials, results, or methods and demonstrate this through written, oral, or physical means.
- Identify – The indication of understanding of facts or combination of facts, basic concepts, principles or theories through written, oral, or physical means.
- Oral exercise - An exercise by which the trainee is tested and must demonstrate the knowledge related to a task or set of tasks using verbal skills to the satisfaction of the instructor.
- Physical exercise - An exercise by which the trainee is tested and must demonstrate the physical skill or high-risk skills needed to perform a task or set of tasks to the satisfaction of the instructor or to reach a specified score. (See student handbook for safety rules disbursement)
- Practical exercise - An exercise using any combination of oral, physical, or written components that is designed to have the trainee demonstrate a task or set of tasks to the satisfaction of the instructor or to reach a specified score.
- Standard - A level of attainment regarded as a measure of adequacy.
- Test - An oral, physical, or written exercise by which the trainee is measured for satisfactory completion of an objective. Written tests shall follow formats to include, but not limited to multiple choice, true/false, and fill-in-the-blank. The *normal* set format is multiple choice and true/false.
- Written exercise - any generally recognized written method for testing knowledge or writing skills acquired by a trainee during training.

- PROCEDURES:

Evaluation of students' performance outcomes will generally occur through written, oral, or practical exercises. The pass/fail criteria for students who attend training at Piedmont Regional Criminal Justice Training Academy shall be that criteria as established through minimum training regulations applicable to each mandated program and promulgated by the Criminal Justice Services Board. Written documentation of successful completion of any course shall be provided to the student before graduation.

Entry Level Classes: Students attending Entry Level Law Enforcement, Entry Level Jail, Courtroom Security, Civil Process Officer, Basic Animal Control, Option #6, and Entry Level Dispatcher classes are required to achieve 100% for each category.

a) Re-testing shall be administered as follows:

- Below 70% - the student must retake the entire test. This will be counted as the first re-test or second attempt, thus allowing for two additional attempts.
- Above 70% - the student must retake the missed questions only. This will be counted as the first re-test.
- Any questions or portions missed during the first re-test will be tested for a second time. Failure to achieve 100% during the second attempt allows for a final third attempt at 100%. Should the student miss any further questions, this is a failure for that block of instruction and may result in dismissal from the Academy. The student's agency may have the student remain in training and repeat the failed portion at a subsequent basic school at PRCTJA or another certified academy. See section VI/bullet 2.

In-Service or Specialty Classes: Testing for in-service or specialty classes is not required by DCJS but is strongly encouraged. The passing criteria (i.e. 70% or 80%) will depend on the class and instructor. There is no Academy policy limiting the number of re-test attempts. However, depending on the logistics and resources needed for a particular class, if a student has not demonstrated proficiency to the satisfaction of the instructor within a reasonable amount of time, they will not be allowed to continue.

NOTE: TRN training applies and the academy has set its own policy on this on-line training/testing.

b) Re-testing Assistance is as follows:

- The instructor, if present, can go over any needed material for better understanding/comprehension. However, the instructor(s) cannot use the test "key" for review but can use the academy quiz.
- Instructors are allowed to review the test "keys" for their own benefit ensuring they have covered all material, but nothing more.
- Should a student/recruit start their second (2nd) re-test, instructors or academy staff can assist the individual(s) by following the first bullet.
- In the event a student/recruit goes to a third (3rd) re-test, his/her agency staff will be notified to direct academy staff on what assistance they will provide.

c) Practical (Role Play) Assistance is as follows:

- Any instructor or academy staff helping, in the capacity of an instructor signing off on a practical, shall help the student/recruit as much as possible. This help involves explaining and making sure the student/recruit engages and applies the knowledge necessary to complete his/her task.
 - The in-depth help cannot exceed to the third (3rd) attempt. Meaning, the student/recruit will have to be able to complete the practical from his/her training. At this point they should not be coaxed.
- MISSED TRAINING / REMEDIAL TRAINING DURING ENTRY LEVEL CLASSES:

Training missed due to absences must be made up for the student to graduate on time with their class. Depending on the class material and length of absence, students may make up absences during the same basic school by reviewing with an instructor or staff member whenever feasible.

If the student returns to a curriculum that is ongoing, the absence make up will be done in a manner that allows the student to be brought up to date to a point where the student is able to be placed back with the class to continue training for the ongoing curriculum. If any additional make-up is required to cover missed objectives during the absence, the instruction will be given at a time that does not take away from ongoing instruction. This will be done by a certified instructor from the student's agency or an academy training instructor during the student's down time. This can include hours before or after scheduled training, days off, or weekends. The location, day, and time will be determined by the training to be conducted and must be mutually agreed upon by the student's agency and Academy staff. Classroom instruction will typically occur at the Academy due to training and testing resources being readily available. In all cases, Academy staff must be present for the duration of any makeup training. Depending on the amount of instruction missed and when it was missed, a student's agency may elect to have them restart in another basic class.

Generally, unless the Director agrees otherwise, makeup procedure will be authorized only for absences not exceeding sixteen (16) hours in duration. If this type of makeup procedure is completed satisfactorily, the student will be permitted to take the related test. Absences of more than sixteen (16) hours in duration will not be made up in the same basic school and the student will be required to attend the entire block of instruction and take any related test in a subsequent basic school. (DCJS Request for Training Extension may be necessary)

- FAILURE / DISMISSAL OF STUDENTS:
It is the responsibility of the Executive Director, or designee, to keep a student's

agency informed of their student's academic performance, to include a failure during a third re-test. If a student fails any portion of the compulsory minimum training standards established by DCJS during a third attempt, to include practical's, the student's agency must decide:

- Continued employment (DCJS Request for Training Extension may be necessary)
- If retained by the agency, a decision whether the student will remain with their current class or attend another basic; factors dictate the outcome. If retained with current school, the student still must repeat the failed class portion, or practical, to include any and all testing at another day/time. Should the student fail that portion again or he/she fails another block of instruction during the current basic school, he/she will be dismissed from that basic school. The agency can appeal this dismissal to the board.
- Should the student not be able to remain with their current class session, the following, but not limited to, shall apply:
 - a. If a TE (Training Extension) is needed, the agency is responsible for contacting DCJS to complete this form.
 - b. Should a TE be approved, the agency, and academy director, shall coordinate a plan of action to either enroll the student in another basic school at the member academy, or another available academy.
 - c. Should the student fail that portion again, he/she will be dismissed from that basic school. The agency can appeal this dismissal to the board.
- In line with this policy and the student handbook, should a student remain with his or her class after failing a block of instruction, this is considered "academic probation." Should the student fail, yet another block of instruction, this shall be called "suspension" and dismissing the student from that basic school.

VII. APPEAL PROCEDURE

If an agency head, Chief, or Sheriff feels that the student's dismissal was unjustified, that agency head has the right to appeal the expulsion. The following shall apply:

- a. A written request from the agency must be made to the academy director.
- b. The director shall forward this to the Board Chairman.
- c. The Board Chairman shall schedule a hearing panel to convene within two weeks of the written notice. The time and location are at the discretion of the chairman.

- d. The panel shall be composed of: one member appointed by their agency making the appeal, but no voting ability/chairman/academy director/one member appointed by the academy board or director, but someone with no affiliation to appealing agency.
- e. This panel shall not be composed of any person having direct involvement with the dismissal/dispute, excluding the academy director.
- f. No panel member is allowed to discuss these matters with outside agencies, academy board members, academy staff, or the student in question. Should this occur, the appeal will be forfeited.
- g. The appeal shall be presented by the academy director and the appealing agency. Both sides shall be heard.
- h. Should the panel rule in favor of the appealing agency, the student may be re-admitted to the academy, following all academy and DCJS guidelines.
- i. All decisions from this panel are final.

Program Descriptions Policy-500

I. POLICY:

It shall be the policy of the Piedmont Regional Criminal Justice Training Academy to require instructors to teach from lesson plans and visual aids developed according to DCJS (Department of Criminal Justice Services) prescribed formats, which shall be kept on file at the academy. These plans shall be reviewed annually by a certified instructor on the direction of the director or his designee.

II. PURPOSE:

The purpose of this policy is to ensure standardization, consistency, and quality in the content of the training programs.

III. PROCEDURE:

Each certified instructor will review, and if needed, update their instruction prior to teaching. The following guidelines and procedures are established for lesson plans:

- 1. When a course is developed or updated, at least one (1) month prior to the instructional assignment, the primary instructor will submit a lesson plan to the academy in the proper format on a word or related document(s). The academy *cannot* accept any lesson plan in a PDF/image format. These documents may require further editing in regard to required updates from DCJS, Va. Law, etc.
- 2. All information required on the lesson plan cover sheet will be completed and submitted in a word or related format along with the lesson plan(s). Academy staff, if requested, will assist the instructor in the preparation of the lesson plan(s).

3. Annual review sheets will be completed and submitted along with each lesson plan indicating that particular lesson has been reviewed at least once (1) during that calendar year.
4. Any associated test questions, tests, and performance outcomes shall be maintained in a state information system (Tracer) utilized by the academy. However, copies of any performance outcomes or scantron score sheets can be filed in a student's folder.
5. The academy director, or deputy director, shall have final approval on all lesson plans. Once approved, all associated documents shall be filed for reference in the event of an audit by DCJS or equivalent. Filing shall be done in paper format until an audit is completed, changing over to electronic format when feasible.
6. When an instructor teaches from the lesson plan to a student or recruit, it can be accomplished by utilizing that specific lesson plan in its entirety with supplementation by way of a power point. Instructors shall not teach solely from a power point. All related power points are to be updated when any lesson plan is updated. (see below)
7. Regarding training in-service provided, in-house or on-line (TRN), the following shall apply:
 - a. In-house shall adhere to the same guidelines in regard to the lesson plans and all related paperwork.
 - b. On-line training cannot be utilized unless the academy has access to an approved set of lesson plan(s). This approval shall be accomplished by the director or his deputy director. If access is needed, the director or deputy director shall contact the vendor (TRN) to complete an agreement for the need of the lesson plan(s).
8. All lesson plans and related material is backed up on either a thumb drive or scanned into the network and saved in the "cloud".

IV. ACADEMY HOSTED TRAINING; DOCUMENTATION

1. Any hosted training utilizing an outside vendor, shall have all the required documentation in the file. Some of this is slightly different from the normal DCJS in-house documentation. Please see below:
 - a. Same related check-off sheet for all required documents, cover and annual review sheet, bio on any instructor teaching, lesson plan and/or power point, and any handouts. This training is normally credited by DCJS but if not, the training coordinator shall contact the academy DCJS representative.
 - b. Should the Power Point or related lesson plan not be available, DCJS has approved a course outline be given to academy staff for filing.

V. AUDIOVISUAL TRAINING AIDS; (POWER POINT/VIDEO/RECORDINGS)

1. Any recruit/student training may involve visual aids in the presentation. These may coincide with the lesson plans created for instruction. These will follow the same review guidelines as the lesson plans, for review and possible updating.
2. The purpose herein is to ensure the power point/video/recordings relate to the material and are not offensive based, poor in presentation, and they meet all required training guidelines.
3. Should any of these materials cause confusion in a class setting, the instructor shall clarify and discuss any controversial aspect of the training material used. Keep in mind, this does not preclude the use of visual/audio materials depicting incorrect or inappropriate behavior, stereotypes, off color language, etc. to help illustrate the training objective.
4. Should this material not meet DCJS and/or academy guidelines, it shall be removed immediately and updated on the direction of the director or his designee.

Attendance Policy-215

I. POLICY:

It shall be the policy of the Piedmont Regional Criminal Justice Training Academy to have a uniform policy regulating student roll call & attendance.

II. PURPOSE:

The purpose of this policy is to ensure proper compliance & accountability with established regulations regarding students who are attending mandatory training for certification at the academy or off campus facility.

III. PROCEDURE:

The following procedure regarding roll call & attendance during any mandatory training for certification is established:

1. Attendance is required at all classes, unless excused.
2. Roll call shall be taken twice a day to verify attendance. Once in the morning at 7:55 AM and again at 12:55 PM. Verification is done by way of an approved roll call sheet by the academy. If attendance is captured at an off-site facility, the same rule applies.
3. The roll call sheet shall be monitored by an academy staff member and/or the class President. Should the class President oversee the attendance during classes, he/she shall report any issues to academy staff immediately. All fields on this sheet are mandatory. This document shall be maintained in the specific class file held by this academy.

4. Students may not leave the academy campus/satellite facility without prior approval of the Executive Director or his/her designee. (Designee example – academy staff or the instructor at that time of class instruction.)
5. Students who leave prior to the end of class or report back late for whatever reason, must sign out and/or sign in on the approved roll call/attendance sheet within the required AM/PM time slot. All tardiness/absences shall be approved by academy staff, no exceptions.
6. Any recruits who are absent from any Entry Level Training shall follow policy #502. This policy governs missed training and/or objectives and remedial training. No recruit will be certified shall training not be completed.

Academy Tardiness & Absenteeism Report

1. The academy shall have a process of documenting all student absences and/or tardiness. This shall be accomplished by way of a standardized report created by the Academy Executive Director.
2. This report shall include all the pertinent information required by the member agency to include, but not be limited to:
 - a. School/Class Name
 - b. Date
 - c. Session Number; if applicable
 - d. Student's Name
 - e. Agency
 - f. Student's Immediate Supervisor (Training Coordinator)
 - g. Agency Administrator
 - h. Date Absent and/or Tardy
 - i. Full Explanation of the Issue
 - j. Absence/Tardy Excused and by Whom

- k. Documentation shall be filed in the students file (copy and electronic copy) with a copy(s) sent to the member agency.
3. Also refer to the Entry Level Training Handbook for further on this subject.

Fire/Health Regulations Policy-401

- **POLICY:**
It shall be the policy of the Piedmont Regional Criminal Justice Training Academy to comply with all state and local regulations dealing with fire, health safety, and building regulations.
- **PURPOSE:**
The purpose of this policy is to ensure that all academy personnel, staff, student, and Board members are assured of a safe and risk-free work environment.
- **PROCEDURE:**
To effectuate this policy, the following procedure is established:
 1. Academy staff shall closely monitor all academy locations as to worker safety and ensure compliance with existing rules and regulations regarding safety standards.
 2. Should there be a need to repair or replace necessary safety equipment, the director, or designee, shall be notified. It is suggested any notifications shall be made by way of a document (documentation).
 3. The director shall ensure the academy's satellite facilities, governed by other entities, have their own safety regulations in place. It is recommended the director ensure any related procedures are up to date and made available to academy staff before any event or training is conducted.
 4. In meeting DCJS standards, the director shall confirm any fire and/or safety inspections are performed at the academy campus, thus documented annually and filed on the academy's internal cloud/server storage for future audits.

5. Academy staff will make certain first aid/first responder kits are available at all training sites.
5. All utilized training rooms shall display, or have available, student/recruit occupancy load requirements meeting fire regulations. These totals shall indicate the minimum overall number of entities in one room.

Available Space Policy-503

- **POLICY:**
It is the policy of Piedmont Regional Criminal Justice Training Academy to establish guidelines regulating the minimum and maximum number of students attending training at the Academy or at an Academy sponsored program.
- **PURPOSE:**
The purpose of this policy is to establish guidelines for class sizes as well as suitable instructor to student ratios. This is to ensure both safety and adequate instruction for students.
- **CLASS SIZE:**
All classes (entry level and any other in-service) will have a minimum of six (6) students. All entry level classes shall not exceed an enrollment of twenty (25) students.

Class size maximums will be determined by the Executive Director depending on the training being offered and available space. In all cases, maximum enrollment is determined with the following considerations:

- classroom space,
- instructional requirements of various training objectives, and
- instructor availability, especially for skills-based training such as control tactics, emergency vehicle operations, firearms, and standard field sobriety test / DUI.

At the sole discretion of the Executive Director, the number of entry level students in an entry level class may exceed twenty (25), if member agencies commit the required number of skills-based instructors for the entirety of a particular training rotation. Skills-based instructors will be scheduled prior to the beginning of a class. If an instructor cancels for any reason, and a replacement instructor cannot be found, the Executive Director may suspend training until

adequate instructor to student ratios can be re-established. The number of instructors required for skills-based training is established by the guidelines set in IV below.

- INSTRUCTOR TO STUDENT RATIO:

Subject	Instructor	Student
Control Tactics	1	5
Emergency Vehicle Operations	1	3
Firearms	1	5 <i>*varies - see below</i>
Standard Field Sobriety Test / DUI	1	5

When determining the required number of instructors for any high-risk skill-based training, one (1) safety officer will be added to the total. The lead instructor may serve as the safety officer when appropriate.

- FIREARMS

The Academy follows best practices as recommended by the NRA (National Rifle Association) LED (Law Enforcement Division) and considers the following when determining the optimum instructor-to-student ratio for a firearms class:

- Who are the instructors and students, and what is their level of experience and knowledge? If the students are inexperienced and lack knowledge (such as an academy recruit), a larger number of instructors will be required to maintain safety in the training environment. Similarly, if the instructor doesn't have a lot of experience or training in the instructor role, then it would be appropriate to add additional instructors, for safety.
- What is the course or program being considered? Is this an initial training class for students with no firearms experience, or an in-service class for experienced personnel? Handgun or long gun training? Will the program consist of shooting from static positions at known distances, or will there be dynamic simulation, movement, and tactical exercises as part of the instruction? The more complex the task, the more instructors will be necessary to safely accomplish the training.
- Where is the training being held? What is the layout of the range or training facility? Are there restrictions or limitations with the range, or with the equipment being used that create unique challenges for the training staff and students? Some training locations, by their very nature, will require additional instructor staff to maintain a safe training environment.

- How will the training be conducted? Which method of presenting the information will be used? Is this academic instruction in a classroom environment, live fire training on a range, or a mix of both? How many students will be present for training? Will the training be conducted in relays, or will students be split into coach/shooter teams to help monitor each other? As an instructor, your vision of how the training will take place will help to guide the proper staffing levels.
- When is the training being held? Will this be daylight training, low light training, or night training? Will the training be conducted during seasonal weather or extremely high or low temperatures? All of these external factors have a great impact on the number of instructors required to safely supervise the students and monitor their welfare during training.

In general, there is a minimum of one instructor for every five students (1:5) for static range training, but this ratio will change based on the considerations listed above. For example, if the students are new to firearms, or the training will be conducted in low light conditions, then more firearms instructors will be needed to safely execute the training.

Any training that combines live fire with movement (beyond a step or two on the firing line) or live fire with increased problem solving or decision making, should be manned at a ratio of one instructor for every student (1:1). If training involves a student firing on the move, running through scenarios, or working their way through a "shoot house," then that student should be directly supervised at all times by a qualified firearms instructor for safety.

Based on an evaluation of these factors, the lead instructor will decide on the instructor-to-student ratio, thus notifying an academy coordinator

Facilities/Equipment Policy-607

- **POLICY:**
It shall be the policy of the Piedmont Regional Criminal Justice Training Academy to maintain a sign-in/sign-out form (Electronic/PDF). This form shall be utilized to document loan of academy property to requesting agencies and MOU partners for training only.
- **PURPOSE:**
The purpose of this policy is to ensure proper accountability of equipment and materials, on loan, to requesting agencies and MOU partners for training only.
- **PROCEDURE:**
A form requesting use of academy equipment/materials shall be established and maintained at the academy (PDF). In other cases, an electronic form can be used and submitted to the academy. At the time the equipment or materials are

signed out, an estimated date for return shall be established. The following shall apply.

1. Any completed forms are to be saved on the academy shared folder named: "Equipment, Asset Inventory, Inspections."
 2. Should an agency fail to return the equipment by the estimated date, the academy director shall notify the agency head to ascertain the status of said equipment.
 3. Any equipment damaged upon return shall be documented on the equipment form, thus notifying the academy director. The director will work with the agency on equipment repair and costs; if necessary.
 4. Any requests for equipment shall be forwarded to academy staff no later than two (2) weeks before the assigned training. This is to allow the academy to gather, and ensure, equipment is not signed out or needed elsewhere for training.
 6. Should an outside academy, or agency, need equipment for training as indicated in this policy, the director shall confer with the Board, as soon as practical, for consideration.
- DEFINITIONS:
 - a. Agency as defined in this policy is: any member agency paying assessment fees.
 - b. MOU (Partner) as defined in this policy: a memorandum of understanding between the entity and the academy on use of training rooms, materials, and equipment. This is a binding legal contract and reviewed annually by all parties therein.

Prior Training Credit for Basic Certifications

The academy honors prior training certifications in reference to certain basic certification curriculums. The amount of/type of credit given is based off the established "option" list provided by the Department of Criminal Justice Services. These options encompass numerous categories that may apply to an individual who has already completed a basic certification curriculum in the past. These options are given designated numbers and different criteria outlining the various circumstances related to an individual's past training/certifications.

Credit for Prior Training Policy-218

- **POLICY:**
It shall be the policy of the Piedmont Regional Criminal Justice Training Academy to establish and maintain an in-service & related training for all students attending academy training. In addition, it shall be the policy of the Piedmont Regional Criminal Justice Training Academy to voluntarily comply with administrative rules and regulations established by the Criminal Justice Services Board; provided those rules are not in conflict with legal requirements established under Federal, State, Local Laws or regulations.
- **PURPOSE:**
The purpose of this policy is to ensure that accurate training records are maintained and that each officer has completed his/her mandatory in-service requirement for that time period, thus meeting rules established by the Criminal Justice Services Board.
- **PROCEDURE:**
The academy training coordinator(s) shall be responsible for maintaining all student training & in-service hours information. This task shall be completed by an automated system. However, if an officer has not completed the minimum requirements established for in-service training and/or related training, the agency training coordinator, and affected officer/recruit, shall be notified as to what courses and hours are needed to complete mandatory training or in-service requirements.
- **Tracer – General**
 - A. This is a State maintained system used by this academy. All training is entered and maintained in this system. A hard copy of all training is also maintained in the appropriate area of the academy for auditing purposes. Please reference policy #224 (Records Retention).
- **Tracer – Academy General Use**
 - A. The academy director, or designee, shall ensure any new or ex-employees are maintained accordingly. The following shall apply:
 - A new employee shall be required to complete the Tracer Confidential Information Agreement form to be entered into Tracer. This form can be located in the forms folder on the academy server. Once completed, this will be sent to the Tracer representative with DCJS.
 - An employee no longer working at the academy shall be removed from Tracer as soon as possible by contacting the Tracer representative with DCJS.

- B. Academy training coordinators can run year end reports for our member agencies to include, but not be limited to:
- Agency members in-service that is due or expired.
 - Agency instructor training due or expired. This shall include any type of instructorship.
- C. The academy should always try to maintain a list of quality “upcoming training” made available to its member agencies. Should there be availability for a particular class, the academy can contact outside agencies to attend.
- D. Any technical (IT) issues with Tracer are to be directed to that division representative of DCJS. Should a member agency experience similar issues, they are to contact DCJS.
- E. Academy staff are required to ensure instructor hours are credited to the specific instructor when their teaching assignment is completed.
- F. Academy staff are required to enter any training completed by an agency member employee as long as the following is met:
- It was an academy/DCJS approved course for credit hours.
 - It is possible for the academy to enter classes/course without credit hours, especially for dispatchers or Public Safety personnel. Should it be a certified officer, the Director is to be notified.
 - Any credit hours are to be assigned before finalizing the entry.
 - Any completed class/course with credit hours that exceed the sixty (60) day requirement for entry are not to be entered unless approved by the DCJS representative, thus notifying the Director.
- G. Should an academy coordinator determine an officer’s specific training and/or credit/teaching hours were not applied in Tracer, he/she is to contact the academy DCJS representative to help correct. This could involve, but not be limited to:
- Completed FTO training or certification.
 - A Specialized certification.
 - Academy applied credit hours are not calculated correctly or missing.
- H. In the event an officer contacts the academy for their training records regarding college credit hours, this shall be confirmed in the following manner:
- Ensure he/she has the supplied link to search their record(s).
Section VI; A.

- Notify the Director, or Deputy Director, to finalize the request by completing an academy memorandum to be sent to the specific college, thus verifying the recruits (students) attendance.
- Tracer – Agency General Use
 - A. Agency coordinators are able to pull training reports on their law enforcement or dispatcher employees in Tracer. In the event the coordinator is not available or the affected employee no longer works for the agency, he/she can use the following link to pull their own training records:
 - <https://tracer.dcps.virginia.gov/personnel/login>
 - B. Any agency using Tracer has the ability to add their folks to a class roster for any recruit/upcoming class(es). However, an outside agency wanting to send a recruit to one of our basic classes shall contact the academy director first for availability, costs, policy, etc.
 - C. Academy member agencies are required to enter all their law enforcement personnel, and dispatcher(s), into this system as soon as they are hired. Should an officer leave an agency and be removed from Tracer, the agency shall contact the academy director, or designee, by email of this update. The academy will pull the hard copy file to purge.
 - D. Should an agency fail to remove an employee after their employment has ended or their law enforcement/jail certification has expired, the academy director shall notify the Chief, Sheriff, or Director for further action.
 - E. Agency members utilizing Tracer are not required to attain DCJS PIC form(s) for training credit. Once the academy assigns the proper credit hours in Tracer, the attending student(s) will receive credit hours towards their certification. If non-member Virginia agencies attend any academy training, an email will be sent to their respective agency to assign the proper credit hours. Agencies outside of Virginia cannot be added in Tracer.
- Virtual Academy – In-Service
 - A. This academy has a signed agreement with Virtual Academy using their services for officer-in-service credit hours towards their certifications. This shall be updated, when necessary, between all parties.
 - B. The academy oversees all Virtual Academy in-service regarding the following, but not limited to:

- Ensuring agencies understand their personnel are to be entered into Virtual Academy and Tracer for the possibility of training hours to be assigned correctly.
- Each member agency should have an assigned training coordinator overseeing their agency's Virtual Academy training needs. Any questions or changes to academy policy shall be relayed to the assigned coordinator(s). It's the policy of this academy to refrain from entering or removing agency employees in Virtual Academy.
- Only academy staff can enter a new video into Virtual Academy for training and credit hours. Should an agency need a video, or assessment for their training needs, this is to be approved by the director.
- The academy shall generate a video training sheet that will be used by all member agencies. This shall be overseen by the director or his designee. All Virtual Academy videos should be added to this sheet and disseminated to all member agencies, thus being updated as needed. Any updates or changes to this sheet shall be handled in the following manner:
 - ✓ Any new videos to be reviewed, deleted, or changes in credit hours are to be overseen by the director.
 - ✓ Any changes are to be communicated to the member agency coordinator(s) by way of email. They are required to update their own video sheet.
 - ✓ New videos will be added each year, based on the signed agreement.
- The following procedures shall be followed by member agencies:
 - ✓ Agency employees can request their own approved video(s) for training.
 - ✓ The agency training coordinators shall assign approved videos to their respective employees. Please, agency admin should not approve their own training videos, unless they are the only admin coordinator.
 - ✓ Training coordinators are responsible for keeping up with their employees' training hours.
 - ✓ Training coordinators can run any report needed on their agency folks.
 - ✓ Should an employee fail a course video assessment, the coordinator is responsible for resetting the course. If they have trouble, they can contact IT with Virtual Academy.
- Should an agency coordinator not be available to assign an officer/dispatcher a Virtual Academy course, the academy director, or his designee, can assign the class.

- Any Virtual Academy class allotted credit hours can be updated by the director. In the absence of the director, he can delegate this authority to his designee by way of documentation.
- C. Virtual Academy in-service testing procedures are as follows:
- Each on-line test will require an 80% to pass.
 - Each student will have three (3) chances to pass the course.
 - Should a student fail to meet the third (3rd) attempt, the assigned course will be locked and the agency administrator(s)/academy staff will be notified. The agency shall decide to unlock and reset the course.
 - If an agency administrator is not available, academy staff can assist by unlocking/resetting the course, thus notifying that agency head.
 - Instructions for unlocking/resetting a course are provided by Virtual Academy.

Method of Record Retention Policy-224

- **POLICY:**
It shall be the policy of the Piedmont Regional Criminal Justice Training Academy to follow state guidelines established by the Virginia State Library & Archives regarding academy records. This shall include record retention & maintenance.
- **PURPOSE:**
The purpose of this policy is to follow the state guidelines and, if needed, obtain assistance from the Library of Virginia on all academy records.
- **PROCEDURE:**
Piedmont Regional Criminal Justice Training Academy will maintain their own records “in-house” regarding any retention and/or archiving. Any records meeting the destruction deadlines shall be accomplished in the manner described within this policy.
- **VIRGINIA STATE LAWS & REGULATIONS:**
 1. Chapter #7 of the Virginia Public Records Manual offers insight into the reformatting and destruction of records (see section V. for further).
 2. Code of Va. §8.01-391 governs the “Copies of Originals as Evidence”.
 3. Code of Va. §59.1-495 governs the “Creation & Retention of Electronic Records & Conversion of Written Records”.

- 4. Code of Va. §15.2-1412 governs “Reproduction of Records & Documents & Legal Status; Destruction”.
- 5. Code of Va. §42.1-85B involves “Cooperation with the Library of Virginia”.
- Code of Va. §42.1-86.1 governs “Disposition of Public Records”.
- ACADEMY TRAINING GUIDELINES ON RECORDS:

Academy records will be maintained by a person designated by the Academy Director. This person is responsible for the maintenance of all records. Any assigned records personnel after 2/15/2023 will be required to complete the following:

- a. use this link to view the required videos: <http://www.youtube.com/playlist?list=PLMBxwRsuTlggFtk5Ws5u04unZFnsuQQVg>
- b. The required videos are: 1-5 & 9 for a foundation in managing records and 6-8 for records destruction. In addition, videos 10 & 11.
- c. The assigned records personnel (custodian) are to use these links for additional training:
 - Tip Sheets: <http://www.lva.virginia.gov/agencies/records/tips/>
 - Retention Schedules: <http://www.lva.virginia.gov/agencies/records/retention.asp>
 - Forms: <http://www.lva.virginia.gov/agencies/records/forms.asp>
- d. Once accomplished, the records custodian will send an email to the Director indicating all training has been completed. This email shall be maintained in the employee’s file for reference.
- RECORDS RETENTION & DESTRUCTION:

Ensuring the academy adheres to the Library of Virginia guidelines, the following will be done whenever any record(s) are to be archived and/or filed:

- A. The academy will continue to follow recruit “file labels” in regards to when their records can be purged (archived). This process shall be handled upfront by any training coordinator or his/her designee.

- B. All employee, training, and officer files are to be maintained in the appropriate area of the academy until purged (archived). Once these files either meet the purged/archived date or the officer is no longer active with a law enforcement agency, the records personnel are to do the following:
- a. Purged is not defined in this policy as a destruction. It means the record has been archived.
 - b. Scan these records into the supplied hard-drive the supplied scanner. All files are backed-up.
 - c. Each scanned file/record shall be named and stored in the appropriate shared folder. Files can consist of curriculum/schedules, attendance/discipline records, counseling, tests, answer sheets, evaluations, etc.
 - d. A school class file shall include, but not limited to:
 - Class schedule
 - The MOT – if applicable
 - Lesson Plan with cover sheet
 - Annual Review Sheet
 - Class checklist – if applicable
 - Instructor request, names, & confirmation
 - Attendance forms
 - Power Point – if possible to supplement the LP
 - If off site, satellite information
 - Calendar, if applicable
 - Handouts, if applicable
 - Tests, and scores if applicable
 - Instructor Evals
 - Instructor sign in sheets
 - Instructor Bio's if outside vendors
 - Any outlines would be helpful
 - e. A student's file shall include, but not limited to:
 - Personal/Vehicle Information
 - Law Fit Records
 - Code of Ethics
 - High Risk Assessment Sheet
 - Physical

- CPR/ICS Certificates/Other Certificates
 - Tardy/Absent Forms, if applicable
 - Computer/Picture Agreements
 - Practical's on all classes that's required/Testing
 - Vehicle Inspection Forms
 - Transcripts (TRACER)
- f. All of these records will be considered the following regarding the state laws: "Sound records management policy prescribes that once a records holder has reformatted a record (scanned, microfilmed, etc.), taken appropriate measures to ensure that the new version is secured (readable, accessible, backed up, and under a plan for preservation for as long as the retention of that record requires), and declared that it is now the copy of record (usually through a policy/procedures document), then the original, unless specifically prohibited by law, may be destroyed, and if destroyed, that destruction must not be reported, since the record was not destroyed. If the original is not destroyed, then it must be no later than retention requires for the record".
- g. Copies will be considered the original based on academy policy. This academy follows the verbiage created into Virginia Law in this regard: "If any department, division, institution, agency, board, or commission of this Commonwealth, has copied any record made in the performance of its official duties, such copy shall be as admissible into evidence as the original, whether the original is in existence or not, provided that such copy is authenticated as a true copy either by the custodian of said record or by the person to whom said custodian reports, if they are different, and is accompanied by a certificate that such person does in fact have the custody".
- h. Destruction of any record as defined within state code and/or the Library of Virginia is as follows:
1. When it is determined a record can be destroyed, physical or copy thereof, the records custodian shall first complete the certificate of records destruction as designated by the Librarian of Virginia. This form can now be completed on-line by using the supplied link:
<https://www.lva.virginia.gov/agencies/records/rm3/>
 2. This form shall be printed for academy reference and submitted upon completion using the supplied link.

- GENERAL SCHEDULES (LIBRARY OF VIRGINIA):
 1. GS-29 – Criminal Justice Training Academies -
https://www.lva.virginia.gov/agencies/records/sched_local/GS-29.pdf
 2. GS-129 – Criminal Justice Training Academies –
https://www.lva.virginia.gov/agencies/records/sched_state/GS-129.pdf















Specialized Certification Programs

General Instructor:

Our general instructor certification curriculum is created and maintained in accordance with the established criteria provided by the Department of Criminal Justice Services (DCJS). This 40-hour program utilizes both classroom and practical based learning to help participants fully grasp what it takes to be an effective instructor. Participants will learn how to create lesson plans according to academy/DJS standards, the requirements of maintaining such records, liability involved with teaching, and effective ways of communicating information. This course is evaluated by a written exam as well as a practical performance evaluation. Upon completion of this course, an individual is required to complete a 4-hour apprenticeship where they instruct in a basic class setting under the supervision of an experienced instructor. Once that requirement is met, an instructor must maintain their certification by teaching a minimum of 8 hours and completing their online in-service recertification course every three years. This training is required before an individual can obtain any specific instructorship such as firearms, EVOC, control tactics, or radar/lidar.

EVOC Instructor:

Our EVOC instructor certification curriculum is created and maintained in accordance with the established criteria provided by the Department of Criminal Justice Services (DCJS). This program utilizes both classroom and practical based learning to help participants fully grasp what it takes to be an effective EVOC instructor. Participants will be well versed in the classroom portion of this training as well as the multiple courses students are required to perform in their respective patrol vehicles. This course is evaluated by a written exam as well as a practical performance evaluation. Upon completion of this course, an individual is required to complete a 4-hour apprenticeship where they instruct in a basic class setting under the supervision of an experienced instructor. Once that requirement is met, an instructor must maintain their certification by teaching a minimum of 8 hours and completing their online in-service recertification course every three years. Before this certification can be awarded, an individual must complete the 40-hour general instructor course.

Firearms Instructor:

Our firearms instructor certification curriculum is created and maintained in accordance with the established criteria provided by the Department of Criminal Justice Services (DCJS). This program utilizes both classroom and practical based learning to help participants fully grasp what it takes to be an effective firearms instructor. Participants will be well versed in the classroom portion of this training as well as the multiple courses students are required to perform with their issued firearms. Participants will learn the safety aspects of supervising the firearms range, liability of instructing the topic regarding use of force, methods for helping low performing recruits, and skills to maintain a clean functioning firearm. This course is evaluated by a written exam as well

as a practical performance evaluation. Upon completion of this course, an individual is required to complete a 4-hour apprenticeship where they instruct in a basic class setting under the supervision of an experienced instructor. Once that requirement is met, an instructor must maintain their certification by teaching a minimum of 8 hours and completing their online in-service recertification course every three years. Before this certification can be awarded, an individual must complete the 40-hour general instructor course.

Control Tactics Instructor:

Our control tactics instructor certification curriculum is created and maintained in accordance with the established criteria provided by the Department of Criminal Justice Services (DCJS). This program utilizes both classroom and practical based learning to help participants fully grasp what it takes to be an effective control tactics instructor. Participants will be well versed in the classroom portion of this training as well as the multiple techniques students are required to perform during their practical evaluation portion of basic training. Participants will learn the importance of liability, proper techniques application, safety considerations during training, and effective role-playing skills to ensure recruits receive the highest quality training possible. This course is evaluated by a written exam as well as a practical performance evaluation. Upon completion of this course, an individual is required to complete a 4-hour apprenticeship where they instruct in a basic class setting under the supervision of an experienced instructor. Once that requirement is met, an instructor must maintain their certification by teaching a minimum of 8 hours and completing their online in-service recertification course every three years. Before this certification can be awarded, an individual must complete the 40-hour general instructor

Radar/Lidar Instructor:

Our radar/lidar instructor certification curriculum is created and maintained in accordance with the established criteria provided by the Department of Criminal Justice Services (DCJS). This program utilizes both classroom and practical based learning to help participants fully grasp what it takes to be an effective radar/lidar instructor. Participants will be well versed in the classroom portion of this training as well as the operation of the radar/lidar systems utilized for instruction during basic academy sessions. Participants will learn how the units work to capture the speeds of vehicles, the legality of such functions, effective courtroom testimony regarding radar/lidar units, and the importance of record keeping. This course is evaluated by a written exam as well as a practical performance evaluation. Upon completion of this course, an individual is required to complete a 2-hour apprenticeship where they instruct in a basic class setting under the supervision of an experienced instructor. Once that requirement is met, an instructor must maintain their certification by teaching a minimum of 4 hours and completing their online in-service recertification course every three years. Before this certification can be awarded, an individual must complete the 40-hour general instructor

Field Training Officer:

Our field training officer certification curriculum is created and maintained in accordance with the established criteria provided by the Department of Criminal Justice Services (DCJS). This program utilizes both classroom and practical based learning to help participants fully grasp what it takes to be an effective field training officer. Participants will learn about different approaches to training, how to deal with low performers, and the importance of documentation. This course is evaluated by a written exam and requires the completion of an online recertification course every three years to maintain.

Instructor Certification/Qualifications Policy-248

- **POLICY:**
It shall be the policy of the Piedmont Regional Criminal Justice Training Academy to follow specific instructor certification standards and qualifications with all those teaching any curriculum at the Academy.
- **PURPOSE:**
The purpose of this policy is to ensure the Academy adheres to all state and Academy requirements, to a minimum, regarding all that are certified/qualified to instruct here at the Academy.
- **PROCEDURE:**
It shall be the responsibility of the Director, under Board supervision, to ensure all instructors adhere to the following:
 1. It's the Director's responsibility to warrant each Academy instructor is not only certified to teach, but those not DCJS certified have the proper qualifications to instruct. This policy shall govern all mentioned herein in meeting the minimum standards.
- **GENERAL - INSTRUCTOR/SPECIALTY AREA CONSIDERATIONS:**
 1. All instructor certifications shall be in compliance with the requirements of [6VAC20-80-90](#) of the Rules Relating to Certification of Criminal Justice Instructors.
 2. Certified criminal justice training academy staff is responsible for ensuring accurate completion and submission of the initial instructor certification application/documentation. Particular attention shall be given to the following areas:
 - a. The proper application [IC-1](#) or [2](#) has been completed and signed by the agency administrator.
 - b. Verify the accuracy of the information within the application.

- c. Ensure the instructor evaluating has a minimum of three (3) years' experience in the category for which the apprenticeship is conducted in accordance with [6VAC20-80-40](#).
 - d. Apprenticeships are outlined in section V.
- 3. Initial instructor development courses shall not be conducted at a satellite facility; unless on the approval of the Director and/or DCJS.
- 4. All instructor certifications become effective upon completion of the requirements at a certified criminal justice training academy and subsequent entry into the state training system.
- 5. All instructor certification(s) becomes null and void when the certified instructor is not employed by the agency who requested the instructorship. The instructorship, may with the review and approval of the department, be reinstated upon employment with a new criminal justice agency upon request of the new employing agency ([IC-2](#)). Should an instructor, by request, decide he/she no longer wants to instruct, he/she can do the following on approval of their agency:
 - a. Send the Academy staff a request by email or letter through certified mail, their desire to no longer instruct in that particular capacity.
 - b. This shall be filed in that instructors file and archived following Academy policy. The Academy DCJS representative shall also be notified of this request so State system records can be updated and/or should that instructor(s) decide to re-instate their instructorship.
 - c. Should the instructor be re-instated, he/she shall follow the proper DCJS/State guidelines on the recertification process.
- APPRENTICESHIPS:
 - 1. General, skills, and specialty area instructors shall serve an apprenticeship within 12 months of successfully completing an instructor development course.
 - 2. Applicant must demonstrate proficiency in both classroom and/or skills presentation. The Academy shall follow the following regarding proficiency:
 - a. General Instructor (GI) – *classroom* instruction for no less than four (4) hours on a any subject determined by the Academy Director or his designee, excluding a specialty area. The instructor assigned to

evaluate the apprenticeship shall document their results on an Academy approved evaluation. The eval shall include comments and the total number of hours taught. Comments not meeting these guidelines will result in the evaluation being denied by the Academy Director.

- b. Firearms (Specialty) – it is suggested by the Academy the apprentice should teach the minimum four (4) hours classroom in firearms. However, if scheduling or agency issues arise, the apprentice can teach another subject matter, if he/she has not already met the “GI” guidelines. At no point shall the Academy mandate the apprentice to only teach classroom firearms. In addition to this, the apprentice will be required to instruct on the firing range, to show skills presentation, for no less than one (1) eight (8) hour day. Evaluations shall be the same as section 2-a.

Note: The evaluator can determine if the apprentice requires more than the allotted time to show proficiency.

- c. DT (Defensive Tactics Specialty) - it is suggested by the Academy that the apprentice should teach the minimum four (4) hours classroom in DT. However, if scheduling or agency issues arise, the apprentice can teach another subject matter, if he/she has not already met the “GI” guidelines. At no point shall the Academy mandate the apprentice to only teach classroom DT. In addition to this, the apprentice will be required to instruct by way of hands-on DT, to show skills presentation, for no less than one (1) eight (8) hour day. Evaluations shall be the same as section 2-a.

Note: The evaluator can determine if the apprentice requires more than the allotted time to show proficiency.

- d. Driver Training (EVOC Specialty) - it is suggested by the academy the apprentice should teach the minimum four (4) hours classroom in EVOC. However, if scheduling or agency issues arise, the apprentice can teach another subject matter, if he/she has not already met the “GI” guidelines. At no point shall the Academy mandate the apprentice to only teach classroom EVOC. In addition to this, the apprentice will be required to instruct by way of EVOC hands on, to show skills presentation, for no less than one (1) eight (8) hour day. Evaluations shall be the same as section 2-a.

Note: The evaluator can determine if the apprentice requires more than the allotted time to show proficiency.

- e. Speed measurement (Radar/Lidar Specialty) - it is suggested by the academy the apprentice should teach the minimum two (2) hours classroom in Speed Measurement. However, if scheduling or agency issues arise, the apprentice can teach another subject matter, if he/she has not already met the “GI” guidelines. At no point shall the Academy mandate the apprentice to only teach classroom Speed Measurement. In addition to this, the apprentice will be required to instruct by way of Speed Measurement hands on, to show skills presentation, for no less than one (1) four (4) hour day. Evaluations shall be the same as section 2-a.

Note: The evaluator can determine if the apprentice requires more than the allotted time to show proficiency.

- 3. Agencies may request a training extension for the completion of the apprenticeship if circumstances meet the regulatory requirements for an extension.
 - 4. Failure to complete the apprenticeship as specified requires the criminal justice professional to repeat the basic requirements for the skill or specialty instructor.
 - 5. Each type of instructorship requiring an apprenticeship must have a separate apprenticeship and a separate application, [IC-1](#) or [IC-2](#).
- **.INSTRUCTOR RE-CERTIFICATION PROCESS:**
 - 1. Instructors must recertify each instructorship by December 31 of every third year following initial instructor certification to maintain their instructorship(s). Recertification must be completed before the instructor certification expires.
 - 2. The training coordinator with each member agency can monitor their respective instructors’ certifications by way of Tracer. If an agency needs help, Academy staff can assist.
 - 3. The Academy Director must verify each instructor has taught a minimum of 8 hours of mandated training, per instructorship, from initial certification or last recertification date to be eligible for recertification. The Academy Director may count lecture/classroom hours taught within a skills or specialty area toward a general instructorship status.
 - 4. The following will be approved *skills/specialty* hours taught towards an instructor’s general recert instructorship:

- a. FTO – an FTO (Field Training Officer) can count these teaching hours towards his/her general instructorship. This shall to be accomplished in the following manner:
 1. An agency letter, on letterhead, shall be completed indicating it was an FTO completed for that division or department showing dates and total hours for those dates indicated, but we can only allow 16 hours towards the general instructorship. However, please add the entire amount for reporting purposes only.
 2. Once the agency completes the letter, it shall be uploaded and sent to the Academy Director by way of supplied link:
<https://form.jotform.com/230334739893061>
- b. Speed Measurement Operator – follow the same rules regarding the FTO; section 1 & 2.
- c. Basic Recruit/Academy Offered In-Service Classes (Performance Evals) – an instructor completing and signing any of these will receive the hours allotted to this portion. Hour(s) shall be computed based on the time spent for both practical(s) and paperwork. The instructor shall document the total hours, not to exceed 16, within the notes section of the performance eval. Failure to do so will negate the agreed hours.
- d. Annual Firearms Qualifications – an agency qualification by that assigned instructor can count the following towards their general instructorship:
 1. Instruction by way of classroom can be counted towards the instructorship. For approval, please follow the guidelines in section VI-4; 1 & 2.
 2. Range instruction cannot be counted towards general instructor but will suffice for firearms instructorship. Please follow the same guidelines in section VI-4; 1 & 2.
- e. Re-certification Course (In-Service) –general or skills course being offered shall be no less than two (2) hours for recert. The Academy Director may establish criteria used for this purpose. Courses may be offered at the Academy or by way of on-line training. The recertification begins when completed and entered into the state system (Tracer).

- INSTRUCTOR TEACHING HOURS

1. Each certified DCJS instructor may receive teaching hours towards courses instructed at the academy. Satellite locations will not be allowed.
2. Each instructor can teach numerous topics in any approved course. All hours shall be posted to that class/course in Tracer by academy staff.
3. Should an instructor complete a performance evaluation during a recruit class, hours spent in completing such documentation shall be applied towards their general instructorship.
4. The academy shall not apply any instruction hours towards in-service credits for those teaching.

- INSTRUCTOR EXTENSIONS/EXPIRED/REVOVCATION REINSTATEMENT:

1. This Academy shall follow all DCJS guidelines regarding this section by way of the DCJS web site link: <https://www.dcjs.virginia.gov/law-enforcement/manual/academy-information/instructor-certification-re-certification-requirements>

- CERTIFICATION INSTRUCTOR REQUIREMENT EXEMPTIONS:

The following applies to this section when an emergency arises or the person is not required to be DCJS certified instructor (Va. Admin Code 6VAC20-80-50)

1. An individual assigned by the Academy Director during an emergency situation. This shall require the following by policy:
 - a. the individual assigned shall be an expert in their field and show proof by way of training and bio. This shall be submitted as soon as possible to the Academy staff. They are considered a subject matter expert.
 - b. Individuals that are emergency care and first aid instructors. They can teach this subject to any class by showing proof of certification and bio.
 - c. DCJS approved instructor(s) can teach their subject matter.





Academy Certification

The Piedmont Regional Training Academy is certified through the Department of Criminal Justice Services (DCJS). DCJS monitors all academy activities involving training and requires specific record keeping procedures to efficiently maintain training records regarding all basic and in-service training courses offered through the academy. DCJS performs an on-site audit of academy records and policy every three years to ensure we have met the required standards. Upon successful completion of the audit requirements, the academy is then awarded the status of “certified” for the next three years. Each academy is assigned a DCJS filed representative that is available for assistance any time during academy operation.

Any student attending an academy basic or specialized class is awarded a certificate of completion and is awarded credit hours towards either their state training and/or current college course(s). Depending on the class training, an additional special certification may be awarded. This is determined by the state (DCJS) and/or the academy director.

DCJS Audit Sheet **Example:**



The Department of Criminal Justice Services
 Certified Criminal Justice Training Academy Certification Checklist
 and Report

Academy: _____ Date: _____

Academy Director: _____

Initial Assessment Date: _____

First Reassessment Date: _____

Second Reassessment Date: _____

Academy Status: _____

Academy Status: _____

Academy Status: _____

Appeal to Director/Hearing Date: _____

Final Academy Status: _____

Academy Certified to

Train for the Following Functions:

YES	NO	Function
		Law Enforcement Entry-level
		Law Enforcement In-Service
		Jail Entry-level/In-Service
		Court Security/Civil Process Entry-level/In-Service
		Correctional Officer Entry-level/In-Service
		Dispatcher Entry-level/In-Service
		Instructor Certification/In-Service

NOTE: An academy shall not conduct mandated training until the academy meets all certification requirements.

I have reviewed the contents of this checklist and certify that all information is correct to the best of my knowledge.

Date

Academy Director's Signature

This academy meets all requirements for certification.

DCJS Representative Signature

Date

Having met all certification requirements, the academy must successfully complete the academy recertification process prior to the expiration of the original certification. The next scheduled recertification date is before _____.

1

Initial Assessment: *List all items that do not comply with standards.*

Date

DCJS Representative Signature

Second Reassessment: *List all items that continue to be out of compliance with standards. Not comply with standards.*

Date

DCJS Representative Signature

Date

DCJS Representative Signature

If the academy does not meet one or more certification standards:

1. The academy director will receive written notification of the certification standards which have not been met and the date when a reassessment will be conducted.
2. The department shall provide the written notification and date of reassessment within 5 business days of the last date of assessment.
3. The academy will be given time to correct the situation, not to exceed 60 days.
4. Department staff shall reassess the academy. If the academy does not meet one or more of the certification standards upon reassessment, the department will provide written notification of the standards not met during reassessment to the academy director and agency administrator or board chairman of the academy. The academy will have a maximum of 30 days to comply with all certification standards.
5. A second reassessment will be conducted no later than 30 days following the first reassessment. If the academy is still not in compliance with all certification standards at the time of the second reassessment, the department shall not certify the academy.
6. The academy director may appeal the findings of the academy certification to the director. The decision of the director is final.

Academy Certification Standards – Check C if in compliance; or N if not in compliance. Please list applicable academy directive number for all marked C. For all marked other than C, provide written explanation.

C	N	Administration Standards
		1. An academy shall be governed by the chief criminal justice administrator or in the case of an academy providing services for several political subdivisions, a governing board shall be composed of criminal justice executives of participating jurisdictions.

PRCJTA CATALOG

	2. A written directive shall identify the goals and objectives of the academy.
	a. A three-year plan, updated annually, shall be available
	1. The three-year plan shall be approved and signed by the appropriate agency administrator (Chief administrator or Board chairman) as described in 1 above and distributed to all members of the executive/governing board of the academy.
	a) There shall be a process which allows all participating agencies to address questions and concerns regarding the three-year plan.
	b) The three-year plan shall address the following areas as they apply to the academy:
	i. Administration
	ii. Academy Personnel
	iii. Academy Staff Training
	iv. Training Planned In-Services and Basic Programs
	v. Equipment
	vi. Facility Enhancement
	3. A written directive shall establish the academy's administrative functions. The directive shall include:
	a. The academy's authority and responsibility to primarily train criminal justice practitioners.
	b. The academy's organizational structure.
	c. The academy's training activities and functions.
	d. An outline of the budgetary process for training, its cost, and sources of income
	4. A written directive governing student attendance shall be available and include:
	a. Procedures for documenting attendance.

PRCJTA CATALOG

		b. A definition of eligible absences from training and the permissible length of such absences.
		c. Procedures for attending and/or completing any training missed due to absence.
		5. A written directive shall explain under what conditions training will be provided for outside agencies/non-members.
		6. A written directive shall establish procedures for testing and re-testing of students, if applicable and shall include:
		a. Established pass/fail criteria that measures the performance outcomes
		b. Policy on the development and format of testing (i.e., types of questions such as multiple choice, true or false, fill in the blank and essay).
		c. Circumstances and timetables for re-testing, remedial training, and dismissal from the academy.
		7. Academies shall maintain a training record/file on each student attending the academy and shall include records sufficient to document that all performance objectives have been successfully completed by each student.
		8. A written directive shall require an administrative file that pertains to each class it conducts. This file shall include:
		a. Curriculum/Schedule
		b. Attendance records
		c. Discipline records
		d. Counseling records
		e. Test-answer sheets from students
		f. Course evaluation or summary

	9. Academies shall have a policy covering records maintenance and a retention/destruction schedule in compliance with the requirements of the Library of Virginia. Responsibility for proper retention and destruction belongs solely to the academy.
	10. A written directive shall establish safety rules for skill training (firearms, defensive tactics and driver training) and practical exercises and shall be distributed to students at the beginning of the course.
	11. A written directive shall establish a policy governing student dress.
	12. A written directive shall establish a policy on student conduct, circumstances for expulsion or suspension and re-admittance.
	13. Academies shall have documented evidence of general and professional liability insurance coverage.
63-	14. Academies shall have a policy for ensuring the physical fitness of students assigned for entry-level training. Dispatcher entry-level training is excluded from this requirement.
	a. Shall include a procedure for ensuring that agency medical personnel performing physical examinations are aware of the rigors of entry-level training.
	b. Shall have physical performance within twelve months prior to training.

	15. Regional academies shall maintain a charter which shall be updated annually.
	16. Academies shall have a policy on the minimum and maximum number of students in classes.
	a. Mandated training will not be scheduled for classes of less than six students nor more than thirty-five.
	b. Exceptions to this standard may be granted by the DCJS Field Services Coordinator upon receipt of a written request which includes reasons why an exception is necessary. The Field Services Coordinator shall evaluate the request to determine if sufficient cause exists to grant an exception and, if granted, will document the exception in writing to the academy director and forward a copy to their DCJS Division Director. For large academies which have suitable facilities and sufficient staff to routinely conduct classes of more than thirty-five students, an ongoing exception may be granted.
	17. Academies shall comply with policies, procedures, and regulations required by the Department and those promulgated by the Criminal Justice Services Board.
	Personnel Standards
	1. Each academy shall have a minimum number of staff available for the duration of any mandated training course. These shall include but not be limited:
	a. An academy director or designee
	b. One clerical support person. In the case of satellite training locations, this individual need only be at the main academy facility.
	2. There shall be written position descriptions for each staff position including:
	a. Selection and Retention Criteria
	b. Performance Evaluation

	c. Pay Scales and Benefits
	3. Academies shall have written standards of conduct and disciplinary procedures for staff.
	Facility Standards
	1. Academies shall have classrooms and offices for staff physically present at the academy.
	a. Other facilities such as firing range, driver training track, multipurpose training areas, library and satellite facilities are considered to be part of such a facility but need not be located at the same site.
	b. All satellite facilities shall also conform to the requirements in this section.
	2. Academies shall be inspected by appropriate local and/or state authorities to ensure compliance with fire, health and building regulations. Copies of inspections shall be maintained and furnished upon request.
	3. Classrooms used for lecture-type training shall provide a minimum of 20 square feet of floor space per student. Such classrooms shall have a posted occupancy based upon this standard.
	a. Classrooms shall meet the generally accepted standards appropriate for, and are conducive to learning. Specifically, an appropriate desk or table furnishings and overhead lighting shall be present.
	4. Separate rest room facilities for males and females shall be provided.
	5. Academies shall have designated areas for performance testing.
	6. Academies shall provide appropriate workspace for employees and for adjunct instructors.
	7. There shall be storage space for equipment and materials.
	8. Academies shall have instructional aids available.
	9. Where applicable, academies shall have scheduled access to a driver training facility which shall include:
	a. Vehicle maintenance facility (on or off site)
	b. Insurance for users
	c. Adequate courses prescribed by regulation
	d. Skid pan, if applicable

PRCJTA CATALOG

	10. Academies shall have scheduled access to a firing range which shall include:
	a. Shotgun/tear gas capabilities
	b. Adequate resources/facilities for courses prescribed in Department of Criminal Justice Services
	c. Insurance for users
	d. Adequate storage facility for ammunition at the academy or range. Facility should have posted signs in accordance with law and should be protected from illegal entry and fire.
	e. Ranges shall have at least five (5) firing points if used for basic training.
	11. Academies shall be adequately equipped with first-aid equipment.
	12. Academies shall be equipped with a telephone.
	a. Communications shall be available at all training sites.
	13. Academies shall have a library which provides resources for subjects taught and also includes current applicable sections of the Code of Virginia, background and supplementary reading material representing varying viewpoints, and procedures to allow availability of materials to students and faculty.

	14. If academies provide housing, they must have a housing policy applicable to students who must travel significant distances to attend classes.
	Instruction Standards
	1. The academy shall have a model curriculum for all entry-level and instructor training conducted.
	a. Such model curriculum shall contain the subject matter to be instructed, and
	b. Where appropriate the designated performance objectives, and
	c. Times of instruction
	2. The academy shall maintain documentation for all in-service and instructor recertification training sessions conducted consisting of a memorandum listing:
	a. Name of certified training academy and academy director
	b. Name and type of course/session;

	c. Location and dates of training- start and end date;
	d. A copy of the final training curriculum;
	e. Training roster:
	i. social security number (last four)
	ii. student name- last, first, middle initial
	iii. student's employing agency
	iv. academy director's signature and date
	3. The academy shall require lesson plans for all training courses
	a. Shall include a format for lesson plan development;
	b. Shall include a statement of performance objectives;
	c. References, resources;
	d. A detailed outline of the course content;
	e. Instructional aids required, and;
	f. Any testing/ evaluation instruments.
	4. In the case of courses taught by contracted consultants or other outside instructors, only a course syllabus will be required.

	5. A written directive shall specify the academy director's approval process for lesson plans.
	a. Lesson plans shall be updated on an annual basis.
	b. Lesson plans shall be on file at the academy.
	c. Written approval process for lesson plans.
	6. All instructors must meet the minimum requirements established by Department of Criminal Justice Services.

	7. The Academy shall establish quality control methods for ensuring adequate instruction. All of the items listed below shall be documented in writing.
	a. Written student evaluations of instructors.
	b. Periodic and random monitoring of instruction provided to ensure that:
	1. Lesson plans are being used.
	2. Appropriate audio-visual aids are available and used properly.
	3. The instructor is holding student attention.
	4. The instructor is in control of the students.
	5. The instructor is addressing the objectives.
	6. Classroom conditions such as lighting, noise levels and temperature are acceptable.
	c. Appropriate action is taken to follow up on any student complaints regarding instructors or the training process.
	d. Results of testing are analyzed and evaluated.
	8. The academy shall have accessible the online (DCJS) Virginia Criminal Justice Services Training Manual and Compulsory Minimum Training Standards.
	Satellite Standards
	1. A satellite facility means a temporary facility, located away from the certified academy facility, which the certified academy uses exclusively to conduct in-service training.
	2. The academy is responsible for inspecting and providing complete Satellite Facilities worksheets for all academy-designated Satellite Facilities.
	a. Satellite facilities must be inspected by the academy to ensure they meet the requirements for satellite facilities before any credit can be awarded for mandated training which is conducted in such a facility.
	1) The academy shall complete the Satellite Facility Worksheet for each satellite facility.
	2) The Satellite Facility Worksheet shall be maintained by the academy.
	b. The academy shall periodically monitor all satellite facilities, not less than once per calendar year, to ensure that all training conducted conforms to DCJS requirements. The academy shall maintain written reports documenting such monitoring.
	c. A Satellite Facility Worksheet Form is approved and signed by the agency administrator responsible for the satellite facility. Attach a list of all satellite facility locations and date of last training audit by academy staff.

Additional Notes:

Check this box if additional notes () or documents () are attached.

Learning Assistance/Remedial Training

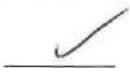
The Piedmont Regional Criminal Justice Training Academy partners with the Virginia Workforce to assist in certain cases where individuals attending basic training courses may be performing below standard.

Virginia Workforce Agreement:

SUPPLEMENTAL INFORMATION

In addition to the attachments associated with the previous sections of this application, copies of the following documents MUST be included:

1 . Copy of Virginia oversight documentation (SCHEV, VA School of Nursing, etc)



2. Copy of License to Conduct Business in Virginia



3. Copy of Training Provider Grievance Procedure for individuals with complaints on issues, such as discrimination, accessibility, etc.



4. ADA Facilities Accessibility Checklist (included in packet)



5. Suspension/Debarment Certification (included in packet)



6. Anti-Discrimination Certification (included in packet)

7. For each training program, fill out training program application (included in packet) and provide documentation which includes 1) Training Program description, 2) Outline of the Program, 3) Skills to be obtained.

Skills for Jobs and Business Growth

Training Provider

ADA (Americans with Disabilities Act) Facilities

Accessibility

Self-Attestation Form

Based on the ADA Facilities Checklist provided with this document, I have reviewed the parking lots, walks, entrances, exits, stairs and facility interiors and have completed the attached checklist. I certify that my organization is ADA compliant and meets the requirements as specified on the ADA checklist. If there are requirements that were not met, I will provide reasonable accommodation as described below.

Organization: Piedmont Regional Criminal Justice Training Academy

Authorized Signature: *Benjamin Rea* 12/19/2022

Printed Name and Title: Benjamin Rea/Director

Description of Accommodations and Effective Date (if more space is needed, please attach additional pages):

Training Provider

ADA FACILITIES

Piedmont Regional Crim. Justice Train. Acad.
1024 Dupont Road
MARTINSVILLE, VA. 24112
Signed by: Benjamin Rea

ACCESSIBILITY CHECKLIST



PRCJTA CATALOG

	Yes	No	n/a
Parking Lots			
Are designated accessible parking spaces located near the facility?	Yes		
Are these spaces at least 12 feet wide?	Yes		
Do they allow a person to get out of vehicles on a level and smooth surface (no sand, gravel, etc.)?	Yes		
Can a person using these spaces reach walks or doors to the building without walking or wheeling behind parked vehicles?	Yes		
Walks			
Are walks at least 48" wide?	Yes		
Are walks in good repair and reasonable free of abrupt changes in surface level?	Yes		
Are drop-offs on sides or differences in terrain near walks marked by fences or rails?		No	
When crossing other walks, driveways, or parking lots, do walks blend to a common level?	Yes		
Entrances, Exits, and Stairs			
Are primary entrances and exits ramped to allow people using wheelchairs or crutches access to the facility?	Yes		
If there are ramps: NO			
a. Are they sloped gently?			N/A
b. Are the ramps in good repair, including handrails?			N/A
c. Is the surface of the ramp "non-slip"?			N/A
Do doors have clear openings of no less than 32" when open?	Yes		
Can doors be opened or closed by a single effort?	Yes		
Are door sills free of extreme slopes or abrupt changes in surface level?	Yes		
If the building has elevators, are they on the same level as accessible entrances?			N/A
Are stair surfaces "non-slip"?			N/A
Do stairs have handrails?			N/A

Facility Interiors			
Do floors have "non-slip" surfaces?		No	
Are floors on each story at a common level or connected by ramps?			N/A
Are hallways free of protruding objects (coat racks, hanging signs, etc.) that interfere with pedestrian traffic?	Yes		
Are restroom facilities accessible and usable by persons in wheelchairs?	Yes		
Are public telephones equipped for use by persons with hearing impairments?	Yes		
Are public telephones accessible to persons in wheelchairs?	Yes		
Are elevators accessible and usable by mobile disabled persons?			N/A
Do fire alarms utilize both sight and sound systems?			N/A
Are water fountains usable by persons in wheelchairs?	Yes		


CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

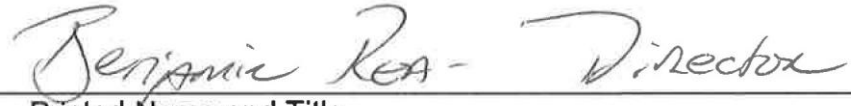
(1) The prospective lower tier subcontract proposer certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier subcontract proposer is unable to certify to any of the statements in this certification, such prospective subcontract proposer shall attach an explanation to this proposal.

Piedmont Reg. Crim. Justice Train. Acad.

Organization


 Authorized Signature _____ Date 12-19-22


 Printed Name and Title _____



ANTI-DISCRIMINATION CERTIFICATION

The Contractor certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 11-51 of the Virginia Public Procurement Act which provides:

In even/ contracts over \$10,000 the provisions in (a) and (b) below apply:

1) During the performance of this contract, the Contractor agrees as follows:

- a) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b) The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
- c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- d) The Contractor will include the provisions of (a) above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.


 Authorized Signature _____ 

Organization: Piedmont Regional Criminal Justice Training Academy

Certification and Representation

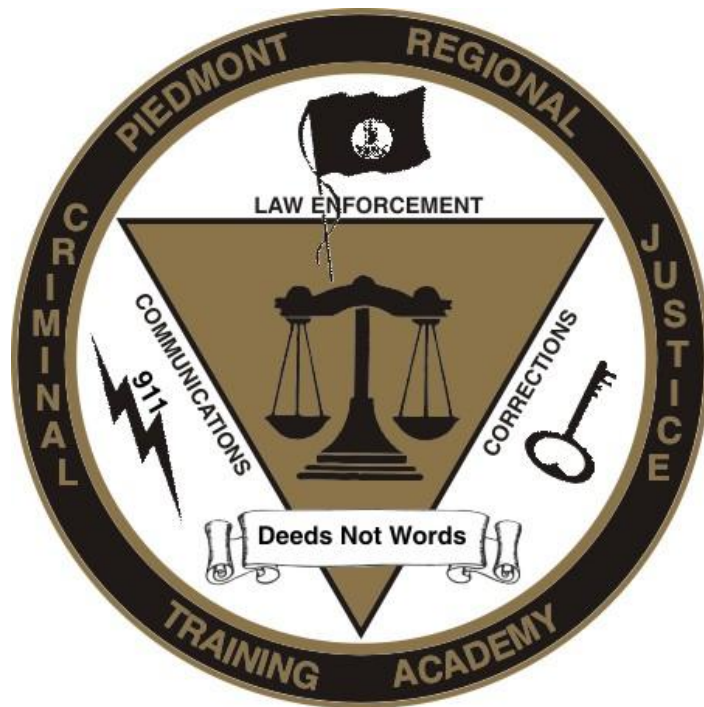
I, Benjamin PEA (Name) as (Title) of
Pied. Reg. Crim. Jus. Train. Acad. (Applicant Agency), hereby
 certify and represent the following:

1. That the information contained in this application and all attachments is true and correct to the best of my knowledge and belief; and
2. That _____ (Applicant Entity) will permit representatives of the Workforce Development Board and the Commonwealth of Virginia access to its facilities, staff, and records for the purpose of verifying information contained in this application and for collecting any additional information related to its qualifications as a provider of training services under the WIOA.
3. I understand that approval by a LWDB places the provider and program on the state Eligible Training Provider List but does not guarantee a local area will fund the approved training activity through the issuances of an ITA. That determination is further based on local policy which must include, at minimum, relevance of training to demand occupations that are in demand regionally, availability of local funds, and likelihood that training will support the individual in meeting their career objectives and employment. The selection of a training provider is based on participant choice.

Signed this 19th day of December, 2022
Benjamin PEA
 Signature
276-226-4409 - breed@prcjta.org
 Telephone Number and Email address

FOR LWDB OFFICE USE			
ON			
Date Received by LWDB	Date Approved by LWDB	Date LWDB Submitted to State	Authorized LWDB Signature

PIEDMONT REGIONAL CRIMINAL JUSTICE
TRAINING ACADEMY



ENTRY LEVEL TRAINING

HANDBOOK

Updated 12/2025

INTRODUCTION

TO RULES AND REGULATIONS

- The purpose of these established rules and regulations, to include Academy policy, are to provide each student a guideline as to the administration and discipline of Basic Students attending training at the Piedmont Regional Criminal Justice Training Academy.
- Academy staff have the responsibility to ensure all entry level attendees understand these rules and regulations.
- In regard to “Character”, academy personnel and any and all students will maintain a good relationship. All students shall be treated with dignity & respect. The academy will operate under all state and any related federal guidelines.
- Failure to comply with these rules may constitute disciplinary action including grounds for immediate dismissal from the Academy. See appropriate sections to this regard.
- Academy staff shall ensure each registered student has been either emailed or offered a copy of this “entry level handbook” prior to the first day of class.

PIEDMONT REGIONAL CRIMINAL JUSTICE
TRAINING ACADEMY

HONOR CODE

The purpose of this Honor Code is to maintain the high standards traditionally attributed to criminal justice professionals by seeking to instill in all law enforcement professionals the desire to conduct themselves in accordance with a personal code of ethics that does not permit them to lie, cheat, steal or tolerate those who do. All law enforcement professionals should be able to determine right from wrong and thus be able themselves to arrive at honorable solutions to their ethical and moral questions.

The Honor Code is the heart of Piedmont Regional Criminal Justice Training Academy and is based on the “Law Enforcement Code of Ethics” and the “Jail Code of Ethics” to which every professional deputy or officer should subscribe. It pervades every activity of the academy and presents a rigid standard by which all deputies and officers must live. Because the Honor Code is such an integral part of the academy, its very existence depends on the vigilance of every law enforcement professional who attends the academy. Therefore, every suspicion of a violation of this Honor Code must be reported to the academy staff immediately. Any law enforcement professional who has knowledge of a breach of the Honor Code, who does not report same, is guilty of a violation of the Honor Code.

The Honor Code is the daily application of the principles of ethics, honesty, and personal integrity by each law enforcement professional to the problems with which is confronted. It is not something to be left behind when a law enforcement professional leaves the academy grounds. All law enforcement professionals remain both morally and ethically obligated to the Honor Code and the personal standards on which it is based throughout their careers.

It is therefore, far more than just a set of principles to follow while attending the academy. It is a code which must be strictly followed by all law enforcement professionals, in both their private and professional lives, if they wish to preserve the most priceless thing in their lives – THEIR HONOR.

PIEDMONT REGIONAL CRIMINAL JUSTICE TRAINING ACADEMY

RULES AND REGULATIONS

1.0 ATTENDANCE

- 1.1 Attendance is required for all classes for certification.
- 1.2 Roll call will be taken in the classroom twice a day; once in the morning at 7:55 a.m. and again at 12:55 p.m.
- 1.3 Students may not leave without the permission of the staff.
- 1.4 Excused absences must be entered by the student on the "Sign Out/In Sheet" in the training coordinator's office.
- 1.5 Any student who reports for roll call later than 7:55 for classroom, or 12:55 p.m. will be counted tardy. Tardiness will be reflected in the student's folder. If the student is tardy three (3) or more times, his/her department head will be notified by the director.
- 1.6 In the case of anticipated tardiness or absence due to sickness or emergency, the student will report to the academy staff no later than 7:30 a.m. The student may have to complete a memorandum explaining the reason for being tardy or absent. The academy director will decide.

ACADEMY PHONE NUMBER: (276) 634-4525

- 1.7 Any student whose absence from the Academy during the training session (for whatever reason) exceeds more than 10% of that training program will not be certified. All student absences will be documented. All training objectives missed due to absences must be completed for certification.
- 1.8 Students are required to minimize court appearances during the Basic Training Session. Students will be excused for court

appearances only after receiving a subpoena or summons which should be presented to the academy staff for review. Students are also requested to schedule any personal appointments on their days off or after hours from the academy.

- 1.9 Student absences will be reported to the student's agency Chief or Sheriff, regardless of the amount. Inexcusable tardiness or absences may warrant an immediate dismissal, but only after the director consults with the student's agency Chief, Sheriff, or Director.
- 1.10 Students who report to P.T. who inform the instructor that they are unable to participate because of minor illness will be placed on sick leave. The academy will immediately report this to the student's agency. If unable to participate in P.T. because of injury, you will be required to furnish a medical note from your doctor. Students who are unable to participate in P.T. because of a job-related injury shall not participate in training until released by proper medical authority. All injuries will be reported to the student's agency Chief, or Sheriff.
- 1.11 All injuries occurring during training are to be immediately reported to the class instructor and academy staff members. You should always have an injury form with you since most of your physical activities take place off site. You are responsible for getting the form signed by the instructor and providing the signed form to the academy immediately. Your agency has specific requirements regarding injuries that involve workman's compensation and time restraints for reporting, so you must report immediately to the academy staff. You are also responsible for reporting to your agency and getting that information.
- 1.12 If the academy must close for inclement weather, there will be message on the academy voice mail no later than 7:30 a.m. You may contact the training coordinator or executive director as well.

2.0 DRESS

- 2.1 The attire for the academy will be the academy uniform, consisting of an academy issued shirt and pants. You must also wear solid black shoes that are polished, black socks, and a black belt. If it is too cold in the classroom for your comfort, you can wear a plain black short sleeve tee shirt, or a plain black long sleeve tee shirt under your academy issued shirt. Your agency issued jacket may also be worn

if necessary. Tennis shoes are not allowed as a uniform article, except for P.T.

- 2.2 Recruits will be inspected, and deficiencies documented. Any demerits attained by a recruit will be cause for discipline by academy staff. After three demerits, recruit's agency head will be notified.
- 2.3 Students will not possess weapons in class.
- 2.4 The exception to the above rules and regulations will be Firearms, Physical Training, Defensive Driving, and Control Tactics Training. Dress code for these classes will be designated by the training coordinator or executive director.
- 2.5 Any recruit(s) wishing to "blouse", or not "blouse", their pants over their boots has to have full participation from the class; either way. No exceptions.

3.0 GROOMING STANDARDS

- 3.1 Neatness in personal appearance is always required while attending the academy.
- 3.2 Male Officers:
 - 3.2.1 All officers attending the Basic School must be clean shaven at all times. Any exception to the rule must be made by documentation from the student's (recruit) doctor for medical reasons.
 - 3.2.2 Hair will be neatly trimmed and shall not be over the ears or touch the shirt collar. Sideburns will not extend below the bottom of the ear.
 - 3.2.3 Mustaches may be worn if your department allows but will not extend past the corner of your mouth.
 - 3.2.4 Any exception to this rule must be made by written approval of the student's agency head and agreement of the academy director.

3.2.5 Recruits will be inspected, and deficiencies documented. Any demerits attained by a recruit will be cause for discipline by the academy staff based on that deficiency. After three demerits, recruit's agency head will be notified.

3.3 Female Officers:

3.3.1 Hair will be neat and well groomed at all times.

3.3.2 If the hair is longer than shoulder length it shall be worn in an up-fashion style (bun, ponytail, etc.).

3.3.3 Earrings shall be limited to stud style and limited to one earring per ear.

3.3.4 For safety purposes jewelry will not be worn during P. T. or Control Tactics Training; fingernails should be trimmed to a suitable length to ensure no injury to themselves or other students.

3.3.5 Any exceptions to these rules must be made by written approval of the student's agency head and the agreement of the academy director.

3.3.6 Recruits will be inspected, and deficiencies documented. Any demerits attained by a recruit will be cause for discipline by the academy staff. After three demerits, recruit's agency head will be notified.

4.0 MEDICAL EXAM

4.1 All students will be required to present a certificate of examination from a medical doctor prior to start of class, assuring that they may participate in mandated training activities.

4.1.1 Piedmont Regional Criminal Justice Training Academy forms must be used to report same. This physical exam must have been completed within 12 months prior to attending training.

5.0 FIREARMS TRAINING

5.1 Students will qualify with their assigned duty weapon provided by their agency. Ammunition for training is provided by the students' agency.

5.1.1 A pre-employment student will provide their own ammunition unless their sponsoring agency provides it.

5.2 If brought onto the academy premises, firearms will be secured (unloaded), and checked by an instructor prior to entrance.

6.0 CLASSROOM CONDUCT

6.1 Students will be in the classroom, prepared to start class at five minutes prior to class time. Students will not leave the classroom except for use of the bathroom, and with instructor permission.

6.2 Students (recruits) arriving back to class late from any break shall be disciplined on direction of the director or training coordinator.

6.3 No food of any type is allowed in the classroom at any time.

6.3.1 A drink may be on the student's desk during class time.

6.4 No tobacco products are permitted inside the academy. Tobacco use, including electronic cigarettes, is only permitted in designated smoking areas.

6.4.1 This also includes the academy parking areas while participating in academy activities, which includes any facility on County property, the facilities that the academy uses for LASER training, Officer Survival, EVOG, Control Tactics, Firearms, or any other academy training.

6.4.2 The academy Tobacco Policy is #402.

6.5 Bringing newspapers or other non-police materials into the classroom is prohibited, unless directed to do so by an instructor.

6.6 Tape recorders are not permitted without prior approval of the instructor and academy staff. Electronic/mobile devices (cell phones & smart watches) are not allowed in the building, except assigned

laptops. Laptops can be used for note taking with prior approval by academy staff.

6.6.1 Access to the wireless internet will be allowed on those laptops while on academy property.

6.6.2 Students using these laptops at home for school business are required to follow the signed laptop agreement.

6.7 All students shall attentively listen in class to each instructor, thus ensuring notetaking is accomplished. Notes shall be inspected by the director or his/her designee.

6.8 Cheating and plagiarism are dishonest and unacceptable in any classroom. Any student who participates or assists in cheating or plagiarism will immediately be dismissed from the program. Any violation will be reported to the student's agency Chief, Sheriff, or Director thus, notifying the Academy Board Chair.

6.9 Sleeping is not permitted in the classroom. If you find yourself sleepy, stand at the back of the classroom. Any student found sleeping in class will report to the training coordinator, who will report the incident to the director. He/she will then report the incident to the student's agency Chief, Sheriff, or director for immediate expulsion.

6.10 Smart watches, or any type of watch/device that connects to a phone or internet are banned from the building. They must be left in your vehicle.

7.0 GENERAL CONDUCT

7.1 Each student attending the Piedmont Regional Criminal Justice Training Academy is considered a professional. You must conduct yourself accordingly at all times, thus following a strict code of conduct. All students (recruits) shall "self-check" themselves at all times for using integrity and respect to others.

7.2 While attending the academy, students are considered on-duty with their agency and are governed by their agency rules and regulations, as well as academy rules and regulations.

- 7.3 All students must be put on notice should anyone violate academy rules and regulations regarding conduct, or academy rules & regulations, it shall be grounds for immediate dismissal on direction of the director.
- 7.4 All students will address academy staff, instructors and guests by their proper title or rank (Mr./Mrs., Rank, etc.)
- 7.5 While attending the academy, students should not participate in outside activities that would compromise academy work or overall performance. Part-time employment, volunteer work, or activities that require a significant amount of time and are distracting from your school duties are strongly discouraged.
- 7.6 At no time shall a student (recruit) carry any weapon (knife, gun, etc.) into the classroom, unless directed by an instructor for class instruction only. A violation may result in dismissal, based on the facts, by the director.
- 7.7 Students will not possess, consume, or be under the influence of alcohol, or drugs while on duty at the academy. A violation is an immediate dismissal.
- 7.8 If the student is under prescribed medication, he/she shall inform a staff member and provide a copy of the prescription.
- 7.9 Gambling in any form is prohibited and an immediate dismissal.
- 7.10 Students will be financially responsible for loss, misuse, or defacement of any academy property or equipment. Any theft of or willful damage is an immediate dismissal.
- 7.11 Students will greet any and all staff and visitors in the hallways and will give way to those people in the common areas.
- 7.12 Use of the copy machine is restricted to official business and on approval of academy staff only.

- 7.13 Should you need to call your agency outside the calling area, see a staff person and they will accommodate you. If you need to fax an item to your agency, see a staff member for assistance.
- 7.14 A student's in-subordination or refusal to obey orders/instructions from academy staff or instructors, shall warrant immediate dismissal.
- 7.15 A student using any type of violent force towards academy staff, instructors, other students, or general public, shall warrant immediate dismissal.
- 7.16 There will be no student bullying of any kind at the academy, to include satellite/offsite locations.
- 7.17 Students shall refrain from using profanity while present during any academy training, to include: satellite, physical training, and any other off-site locations.
- 7.18 No "ear buds" of any kind, or headphones, shall be worn while attending this academy.

8.0 GRIEVANCE PROCEDURES

- 8.1 Students may report, in writing, a grievance against the academy to the director. He/she will evaluate the circumstances and submit any and all information to the Academy Board Chairman. The Board shall discuss and vote on any matters of such utilizing the majority vote rule. Any and all results shall be documented, thus forwarded to the agency head of the effected student(s).
- 8.2 Should an effected student(s) agency head sit on the Board in any capacity, he/she shall exclude themselves from the grievance hearing.

- 8.3 Should a conflict arise (drama, disagreement, etc.) the class president shall make all attempts to resolve the matter. If not resolved, it shall go through the staff rank before reaching the director.

9.0 ACADEMIC PERFORMANCE

9.1 Performance Based Testing and Re-Testing.

9.1.1 Each student will be tested on all mandated performance objectives. However, the tests will not be limited to only the minimum performance objectives.

9.1.2 Students shall be prepared for all testing to include the Nelson Denny and Comprehension evaluation.

9.1.3 A student/recruit is required to complete the Nelson Denny test prior to starting the academy scoring no less than “average” by using the “sum of core index scoring”. If less, the agency is notified immediately.

9.1.4 Study groups are recommended to allow for study and to ensure class notes are in line with the subject matter.

9.1.5 Each student must meet each objective 100% to successfully meet the Department of Criminal Justice Services (DCJS) entry-level minimum requirements.

9.2 Any student who does not attain 100% during the first written examination or practical exercise will be permitted up to three re-tests. The student will be re-tested on the entire exam if the minimum score of 70% is not achieved on the initial exam, and that re-test would be counted as the first re-test. Test scores will be sent to the students' Chief/Sheriff/Director/designee.

9.2.1 The student will be re-tested only on those objectives that were unsuccessfully completed on the initial written test.

- 9.2.2 The student will be provided with the objective number for each missed question prior to the re-test for all written examinations. The student will also receive additional training assistance, upon request prior to receiving a written examination or practical exercise re-test.
- 9.2.3 Any student that scores 100% on the initial LE seventy-five (75) question, or more, test in any class will receive the director's coin; to include the initial score on the EVOC course and Firearms training.
- 9.2.4 Any student that scores 100% on the initial Jail/CS/CP fifty (50) question, or more, test in any class will receive the director's coin; to include the initial score on the EVOC course and Firearms training.
- 9.2.5 Any other assigned test below fifty (50) or seventy-five (75) questions where "a student" scores the highest score, shall receive the Director's coin. Should more than one student achieve this same score, each one will receive a special certificate, and patch, from the Director.
- 9.2.6 Cheating & plagiarism is dishonest and unacceptable in any classroom. Any student who participates in or assists in cheating/plagiarism will immediately be dismissed from the program.

10.0 FIREARMS/RANGE SAFETY RULES & REGULATIONS

- 10.1 Unless given specific instructions by academy staff to the contrary, all academy firearms exercises are to be conducted at an approved firearms range facility.
- 10.2 All personnel at the range will be under the command of the lead instructor. The lead instructor will be responsible to see that all safety

rules are followed. The lead instructor will appoint at least one person as a safety officer during firearms training.

- 10.3 The safety of shooters, range personnel and spectators require continuous attention by all to the careful handling of firearms and caution in moving about the range. Self-discipline is necessary on the part of all shooters and range personnel.
- 10.4 When arriving at the range, all weapons will be unloaded, re-holstered, and remain holstered until ordered to the firing line.
- 10.5 Firearms will never be loaded until the shooter has taken his/her position on the firing range and the command "LOAD" has been given, and the weapon is pointed in a safe direction.
- 10.6 Strict discipline must be maintained. Carelessness and thoughtlessness cannot and will not be tolerated.
- 10.7 Never give a firearm to or take a firearm from anyone unless the action is open and the magazine has been removed.
- 10.8 Never anticipate commands. The Firearms Instructor will instruct you in exactly what he wants you to do.
- 10.9 Keep firearms pointed in a safe direction at all times while unholstered.
- 10.10 Never draw a firearm from the holster or re-holster with the finger in the trigger guard.
- 10.11 No use of any tobacco on the firing line, this includes chewing tobacco, cigarettes, or electronic cigarettes.
- 10.12 No talking on the firing line.

- 10.13 Never permit the muzzle of a firearm to touch the ground.

- 10.14 In case of a misfire or squib load, keep the firearm pointed in a safe direction for at least 10 seconds. Do not attempt to fire the weapon or open the slide until the weapon is checked by a Firearms Instructor.

- 10.15 Never go in front of a firing line until the firing line has been cleared and command is given to "GO FORWARD".

- 10.16 Never dry fire on the range except under the supervision and instruction of a Firearms Instructor.

- 10.17 No alcoholic beverages will be allowed during firearms training.

- 10.18 Ear protection in the form of soft ears will be provided by the academy. Safety glasses are recommended, but eye protection must be used at all times while on the range. Students can use glasses, sunglasses during the day, or safety glasses at night.

- 10.19 Students must have body armor on to be on the firing line.

11.0 CONTROL TACTICS RULES & REGULATIONS

- 11.1 All personnel involved in the control tactics class will be under the supervision of the Lead Control Tactics Instructor.

- 11.2 All previous injuries (wrists, knees, back or other medical problems) should be reported to a Control Tactics Instructor before he/she engages in any activity. There is NO light duty in control tactics; if you cannot perform at the required training, you cannot complete control tactics.

- 11.3 All injuries occurring during a control tactics class shall be reported to the Control Tactics Instructor immediately. The instructor will then initiate the procedures outlined in the academy policy on injury investigation and documentation.
 - 11.3.1 The student is responsible for completing the injury documentation, obtaining instructor's signature, and reporting to the academy.
- 11.4 The safety of all personnel requires continuous attention by everyone. Self-discipline is necessary on the part of all people involved.
- 11.5 When arriving at the training site, no defensive moves or other action will be taken until directed by the instructor.
- 11.6 Strict discipline must be maintained. Thoughtlessness and carelessness will not be tolerated.
- 11.7 Never anticipate a command.
- 11.8 No talking during the instruction period.
- 11.9 Horseplay will not be tolerated.
- 11.10 Watches and jewelry will be removed.
- 11.11 SUGGESTED ATTIRE: Clothing you would wear during an exercise session, PT, with tennis or running shoes. Kneepads are also suggested.

11.12 Students will not use any more force in practicing a technique than is allowed by the instructor. Any time a students' partner indicates that an applied technique is creating excessive pain or damage or injury, the student will immediately cease applying the technique.

12.0 PHYSICAL TRAINING (PT)

12.1 PT is part of the academy mandated law enforcement & jail entry level curriculum.

12.2 PT attire consists of: issued academy t-shirt worn with sweat/light weight cross-training pants, yoga pants, or shorts is appropriate for men and women. Shoes are of a tennis shoe type. No casual or dress shoes allowed. Shorts cannot be of a short length showing specific body parts. The shorts cannot be snug/tight in any way, but of a comfortable fit. Should an instructor feel the shorts are not appropriate, he/she will have the trainee (recruit) change immediately.

NOTE: Weather/location will also dictate the dress for that day.

12.3 Any and all physical training shall be conducted at a level set by the academy director. All recruits shall give their best at all times and ensure proper recovery before and after all training.

12.4 Students are required to participate in PT daily, as instructed by the PT instructor(s).

12.5 All recruits will be allotted the time needed for proper hygiene before any class is started. If not followed, the director will give one warning. Further violations will be demerits and their agency head notified.

12.6 A student must have a doctor's excuse if he/she misses at any time for a medical reason. Any excuses will be given to the training coordinator. Should a student miss two (2) or more PT sessions,

he/she is required to document the absence, thus submitting the information to a training coordinator. The training coordinator will determine if further action is necessary.

13.0 EMERGENCY VEHICLE OPERATIONS RULES & REGULATIONS

- 13.1 All personnel involved in academy driver training will be under the supervision of the lead driver training instructor.
- 13.2 No instructor or student will operate any vehicle during academy driver training unless they have permission from the owner to do so.
- 13.3 No one will operate any vehicle on the range without permission and inspection from an instructor.
- 13.4 The lead driver training instructor shall advise students of the maximum speed allowed on each range, on the pursuit courses that speed shall not exceed 80 mph.
- 13.5 Proper signals will be given at all times when operating on the course.
- 13.6 Emergency brakes will always be engaged when vehicles are parked.
- 13.7 All vehicles will have the doors closed at all times except to load or unload.
- 13.8 Seatbelts will be used at all times during vehicle operation.
- 13.9 Each student is responsible for the cleanliness of the ranges as well as setting up and taking down of the cones used on the course.
- 13.10 Only one occupant per vehicle will be allowed unless otherwise directed by an instructor.

- 13.11 Damage to any vehicle shall be reported to the principal instructor immediately. He/she will then notify the director by the end of the day; unless damage is significant.

14.0 SEXUAL HARASSMENT/DISCRIMINATION POLICY

- 14.1 It is the policy of the Piedmont Regional Criminal Justice Training Academy to abide by the federal and state laws prohibiting sexual harassment in the workplace.

- 14.1.1 Title VII prohibits sexual harassment in the workplace. There are two types of sexual harassment: quid pro quo and hostile work environment.

- 14.2 It is the policy of the Piedmont Regional Criminal Justice Training Academy to abide by the federal and state laws prohibiting discrimination and harassment in the workplace.

- 14.2.1 Title VII of the Civil Rights Act of 1964: Makes it illegal to discriminate against someone on the basis of race, color, religion, national origin or sex. This law also protects employees against retaliation for going forward with a claim regarding discrimination in the workplace.

- 14.3 Any violation of this policy, or related policy 237, shall be cause for the immediate dismissal of the violator from the academy. Any student who feels they are the victim of harassment or discrimination should report the violation to the academy staff.

15.0 VIOLATION OF RULES & REGULATIONS

- 15.1 Any and all infractions of these rules/regulations shall be grounds for action that will immediately be reported to the student's agency Chief/Sheriff/Director. If warranted by the infraction, the student(s) could be immediately dismissed. Please refer to the proper section of this handbook on conduct and appeals.

16.0 APPEALS

- 16.1 It shall be the responsibility of the academy executive director to notify the dismissed student's Chief, Sheriff or Agency Head regarding any expulsion. This notice shall be in writing and will include the reason for the expulsion. The dismissed student shall be provided a copy of this document.
- 16.2 If the Agency Head, Chief, Sheriff or Agency Administrator feels that the student dismissal was unjustified, the agency head has the right to appeal the expulsion.
- 16.3 A written request for appeal must be made to the Chairman of the Board of Directors'. The student's Agency Head, Chief or Sheriff must make this request. This request can be emailed, mailed, or hand delivered to the academy director within seven (7) days of the initial appeal. The Board of Director's Chairman shall schedule a hearing panel to convene within two (2) weeks of the request of appeal. He shall notify the agency head requesting the appeal as to the time and location of the hearing.
- 16.4 The Board panel shall not be composed of any person having direct involvement with the dispute/appeal; to include the agency head of said student. The academy director shall present the case before the Board panel. Either side of this appeal has the right to counsel. Each side is responsible for their own attorney fees. The Board decision by majority vote will be final with no further recourse.
- 16.5 Shall the Board panel rule in favor of the appealing agency (student), he/she shall be re-admitted into the academy as soon as possible. Any classroom/practical(s) shall be schedule for make-up according to academy policy, schedules, etc.

THE UNIFORMED SERVICES EMPLOYMENT & REEMPLOYMENT RIGHTS ACT

Note: In relation to the above, all sections apply, but this section specifically applies to veteran students. This portion of the handbook will not address veteran employment or re-employment.

You have the right to be free from discrimination and retaliation if you:

1. Are a past or present member of the uniformed services.
2. Have applied for membership in the uniformed service, or
3. Are obligated to serve in the uniformed service.
4. In addition, no veteran can be discriminated against in the enforcement of USERRA rights at any time.

In addition:

1. The academy doesn't hold students to a grade point average in regard to their grades but does use one for awards only.
2. It is the academy, and their head agency's policy, to not discriminate against an active service veteran or current military student should he/she be called into service. However, the academy has a policy on how much class time can be missed before having the student return to repeats the recruit curriculum. Should the student be called for service as indicated, he/she would have to follow their head department's guidelines on employment and reinstatement. As for the academy, should the agency reinstate the student in question, he/she would not have to re-qualify with the academy.
3. This academy shall honor a veteran's prior education and training from another facility (academy/law enforcement agency/college) so as long as it is approved by DCJS (Department of Criminal Justice Services). This academy follows all DCJS guidelines and objectives in regards to any and all training from other facilities/entities. The following shall apply in regards to prior training courses/classes and/or credits:
 - a. the student shall produce, in any format, all prior training from the military or college to the Director of the Academy. He/she shall review all documentation to submit to the DCJS representative of this Academy. They will then decide if credit, class or hours, can be applied to the student's current basic class.

b. the Academy doesn't apply course or curriculum credit hours towards any classes offered here at the main or satellite facility. Only approved courses/classes towards the DCJS objective being taught will apply as indicated in section #3; a.

4. Veteran students shall follow the Academy policy, and handbook, on the Academy's grading system (Please refer to policy #502-Written & Practical Testing/Re-Testing, & Remedial Training). In addition to the following:

a. The minimum grade in noted in the policy and shall be followed.

b. The highest grade possible shall be 100%. All testing requires a 100% in the basic schools.

c. Grades made below a 100% will be noted, but not accepted. Even though percentages show and are recorded, a student cannot pass until the 100% is achieved.

d. All tests are graded by utilizing a Scantron system. This requires students to use a "bubble score sheet", which in turn is entered through the Scantron and results uploaded to the state system; Tracer. Here, all grades are documented and sent to their respective agencies.

e. Should a student score below the minimum or not score the required 100%, they are given study guides and re-testing meeting policy #502.

5. Grievance procedures are outlined in this handbook and further noted to cover the following

a. "The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov."

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>."

6. Any appeals are noted in Academy policy on those specific areas than can be appealed to include this handbook

7. Veteran students will follow Academy policy in regards to all rules and regulations.

SAFETY RULES FOR HIGH-RISK TRAINING ACKNOWLEDGEMENT

I, _____ acknowledge receipt of the Piedmont Regional Criminal Justice Training Academy Entry Level Handbook. In addition to other rules and regulations, I have received a copy of the safety rules included in the handbook as they pertain to high-risk training of Firearms, Control Tactics, and Emergency Vehicle Operations. By signing below, I understand that I will be expected to follow these rules and will seek clarification from PRCJTA Staff, or an instructor, if I am unclear about a particular rule.

Signed _____

Date

**This form must be completed, signed, and returned to PRCJTA Staff.*