




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

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| Chapter: 5 <i>Procedures</i> | Revision Date: <i>July 28, 2025</i> | Initiation Date: <i>December 1, 2011</i> | By Authority of the Chief of Police  Chief Charles A. Penn |
| Accreditation Standard(s): 33.1.5, 33.1.6, 33.4.1, 33.4.2, 33.5.1, 33.5.3(CALEA) | | | |

513.01 Training

I. Overview

The Arlington County Police Department’s (the Department) primary training objective is to develop a broad base of knowledge and expertise so employees will be equipped and qualified to perform their assigned duties and ensure all employees receive training which complements personnel and operational needs, legal requirements, and agency policies.

II. Policy

All sworn personnel must meet state training requirements for certification as law enforcement officers. An employee shall attend all mandatory programs and are encouraged to participate in other programs offered by the Department, the Northern Virginia Criminal Justice Academy (NVCJA), the County, or other law enforcement agencies. All training will be conducted within the framework of police department goals and with the cooperation of department personnel.

III. Definitions

- A. Mandatory In-Service Retraining (MIR) - Training courses that have been certified by the Virginia Department of Criminal Justice Services (DCJS).
- B. Department of Criminal Justice Services (DCJS) - Responsible for defining, certifying and tracking mandatory minimum compulsory training for Virginia law enforcement officers.

IV. Procedure

A. Training Responsibilities

1. Wellness and Employee Development Section (WED) – The Wellness and Employee Development Section includes the New Employee Development Unit (NED) and the Training and Employee Development Unit (TED), and shall, at a minimum:
 - a. Provide training to employees.
 - b. Establish guidelines for mandatory training.
 - c. Review and approve all formal lesson plans and training material.
 - 1) Specialized training hosted by Arlington County but delivered by outside presenters will be subject to the same review process as internally developed training.
 - d. Maintain training records containing at a minimum: [33.1.6]
 - 1) Date of training/attendance.
 - 2) Type of training received.
 - 3) Certification received (if applicable).
 - 4) Instructor certifications.
 - 5) Firearms proficiency and less lethal weapons training.
 - e. Monitor compliance with DCJS standards
2. Supervisors – It shall be the responsibility of each supervisor to:

- a. Identify training needs within their areas of responsibility and procure training that will help their team to increase current performance, achieve operational readiness, and address future challenges.
 - b. Monitor and ensure team compliance with Department, county and state training requirements and training record requirements.
 - c. Ensure that employees under their supervision meet all MIR training requirements prior to the employee's MIR anniversary date
 - d. Ensure that employees under their supervision enroll in and attend all in-service training and other Department mandated training.
3. Employees – Each employee shall take an active role in obtaining training to fulfill their career goals, ensure their ability to successfully perform the functions of their position, and maintain necessary certifications. Individual employees shall:
- a. Monitor compliance with MIR and other certification training requirements.
 - b. Meet training requirements in advance of the deadlines.
 - c. Attend all scheduled training.
 - 1) Notify the WED Administrative Assistant, the Program Manager and the employee's chain of command in advance for any absence during scheduled training.
 - d. Comply with the TED requirements for submitting individual training information.
 - e. Obtain specialized training and/or certification related to primary and ancillary duties that require certification, such as:
 - 1) Field Training Officer
 - 2) General Instructor
 - 3) Control Tactics Instructor
 - 4) Firearms Instructor
 - 5) Canine Officer
 - f. Complete necessary apprenticeship requirements for certifications requiring it. Those who fail to complete the necessary apprenticeship requirements within the 12-month timeline will not be eligible to reattend the certification training without approval from the Section Commander.

B. Training Opportunities

1. Mandatory In-Service Retraining (MIR) - On an annual basis, all sworn personnel will complete in-service training that meets DCJS standards. Officers must complete the Department's minimum training hours established by TED. Part of the training requires all sworn personnel to receive instruction on legal topics and updates to the State Code by the General Assembly. [33.5.1]
 - a. The TED will forward, to the appropriate Department personnel, notices of newly added training courses from NVCJA and other regional or state training agencies.
 - b. The TED will provide notification of upcoming MIR anniversary dates to all sworn personnel who must attend MIR training prior to December 31st of that year.
 - c. Officers wishing to attend NVCJA sponsored training shall notify the WED Administrative Assistant via their chain of command.
2. Outside Training Opportunities - Specialized training courses or seminars independent of the NVCJA or the TED may be requested in the following manner:
 - a. The employee shall submit a memorandum, which includes information about the training, through the chain of command to their Section Commander.
 - b. If approved, the employee shall ensure that all documentation needed for travel is approved prior to the travel and in compliance with county regulations.
 - c. Prior to attending the approved outside training, the employee shall obtain from the TED a Partial In-Service Credit (PIC) form in order to receive partial credit for MIR.
 - d. Within 14 calendar days after returning from training, attendees must provide the TED with the completed PIC form.
3. Internal Training Opportunities - The WED Section shall establish guidelines for mandatory and supplemental training offered by the Department.

- a. The TED will implement in-house training programs based upon input from Department resources.
 - b. The TED shall maintain all in-house lesson plans according to the State Retention of Records Guidelines.
 - c. Specialized training hosted by the Department but developed by units outside of the TED, including non-departmental vendors, will submit lesson plans electronically to the Wellness and Employee Development Section for review and approval.
 - d. The lead instructor for any training conducted outside of the WED Section will be responsible for providing all required information to the TED.
4. Remedial Training – Directed at solving a particular problem, deficiency, or behavior in order to assist employees with achieving satisfactory performance.
- a. Any reoccurring deficiency evidenced through performance appraisals, inspections, observed performance concerns or disciplinary actions may be grounds for remedial training. The objectives of the remedial training will be based on the specific deficiency and its nature.
 - b. The timeframe under which remedial training is provided will be determined based on the situation and recommendations made by the employee’s supervisor to the TED Lieutenant. The training will be accomplished as soon as possible based on the availability of resources. [33.1.5, b]
 - c. The consequences of participation or nonparticipation on the part of the employee will determine the need for further action. If remedial training does not correct the deficiency, other action may be taken as directed by the TED Lieutenant in coordination with the officer’s supervisor. All remedial training provided will be documented. [33.1.5, a]
5. Recruit Training - Recruit officers will be assigned to the NED from the time of hire until their successful completion of field training.
- a. All sworn officers must successfully complete an approved basic law enforcement training program prior to assignment in any capacity in which the officer is permitted to carry a weapon or make an arrest. [33.4.1]
 - b. Officers are required to complete a DCJS basic law enforcement training program at an academy meeting the Commonwealth of Virginia standards which include:
 - 1) A curriculum based on tasks of the most frequent duties of sworn personnel who complete recruit training [33.4.2, a]
 - 2) Use of evaluation techniques designed to measure competency in the required knowledge, skills, and abilities [33.4.2, b]
 - 3) An orientation handbook issued to all new recruit personnel at the time academy training begins [33.4.2, c]
 - c. Training staff assigned to the NVCJA and Emergency Vehicle Operations Center will report to the NED Sergeant.
 - d. Requests for additional recruit training assistance or adjunct instructors will be coordinated through the NED Sergeant.
6. Field Training - Field training should be conducted by full-time field training officers who have met the requirements of state regulations governing law enforcement field training. In instances where a certified Field Training Officer (FTO) is not available, discretion will be given to the watch commander. Only certified FTO’s are allowed to sign off on performance objectives on the B-13 form.
- a. Coordination of recruit field training will be done by the NED Lieutenant, and supervisors from the Operations Division. The NED Lieutenant serves as the recruit Field Training Program Coordinator and Supervisor.
7. Training upon promotion – The WED Section shall provide guidelines for required and recommended training standards for employees upon their promotion. Training should be commensurate with the new duties and should take place prior to promotion, if possible, or otherwise within the first year following promotion. [33.8.2]

8. Specialized Assignment Training – Employees assigned outside patrol shall adhere to the minimum training requirements established by their assigned unit. Completed training requirements shall be forwarded for inclusion into the employees' training records.
9. Accreditation Training – Mandatory training shall be provided to all employees regarding the CALEA accreditation process.
 - a. Newly hired personnel shall receive accreditation training within thirty (30) days after their employment or completion of the academy. The Accreditation Manager will disseminate this information. [33.5.3, a]
 - b. Accreditation training will be provided to all agency personnel during the self-assessment phase associated with initial accreditation. [33.5.3, b]