




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

Chapter: 5 Procedures	Effective Date: August 21, 2005	Amends/Supersedes: March 1, 2005	By Authority of the Chief of Police  Charles A. Penn
Accreditation Standard(s):			

513.01 Training

- I. **Policy** - The primary objective of Department training is to develop a broad base of knowledge and expertise so that employees will be better qualified to perform their assigned duties and ensure that all employees receive training which complements personnel and operational needs, legal requirements, and agency policies. The Department is responsible for confirming that all training and related activities are addressed and that there is accountability for those efforts. All training will be conducted within the framework of Police Department goals and with the cooperation of Department personnel. The Individual Development Plan (IDP) should be used as a basic guideline to establish training goals for each employee.
- II. **Procedure** - Supervisors are trainers and should be active participants in the training process. It shall be the responsibility of each supervisor to be familiar with their subordinates' training history and to assist them in selecting those courses which best develops their careers. It is especially important that supervisors assist new employees with course selection so there is little repetition of the basic training program conducted at the Northern Virginia Criminal Justice Academy (NVCJA).

A. General Guidelines

1. Police Officer I - Retraining programs for Motor Vehicle Operations, Officer Survival and Law Enforcement In-Service are encouraged for all officers within five years after Recruit School. All Police Officer I's should be encouraged to take the Breathalyzer Pre-test and attend the Breathalyzer Operator's Course.
2. Corporal (Agent/Crime Scene Technician and Detective) - After promotion to Agent, all Agents will attend both In-house Agent training and an evidence collection course at the NVCJA or other training agencies. Additionally, the In-house Agent Training Program will be made available upon request to investigative personnel. Agents and Detectives should be assigned to attend investigative courses inside and outside the Department.
3. Sergeant - Sergeants shall attend Equal Employment Opportunity (EEO)/Affirmative Action for Supervisors/Managers, and a First Line Supervisor's School which includes training on the completion of the County's Performance Appraisals as soon as possible after promotion. Sergeants should be assigned to attend Crisis Management for Supervisors (or equivalent) and Drivers Training for Supervisors within three years after promotion. Sergeants should participate in Arlington Management Institute (AMI) classes and this participation should be reflected in their IDP.

4. Lieutenant - Lieutenants shall attend a Mid-Management Seminar (or equivalent) as soon as possible after promotion. Lieutenants should attend Drivers Training for Supervisors if they did not attend this course as a Sergeant and should continue participation in County AMI courses. The IDP should document such participation.
5. Captain - Captains shall attend an Executive Command Seminar (or equivalent) and a Budget Preparation Course as soon as possible after promotion. Captains should attend Drivers Training for Supervisors if they did not attend this course as a Sergeant or Lieutenant and should continue participation in County AMI courses. The IDP should document such participation.

B. NVCJA Mandatory In-Service Retraining (MIR)

The Training and Career Development Unit, on an annual basis, will receive a schedule of available training from the NVCJA. The Training and Career Development Unit will distribute copies of the NVCJA In-Service Training Schedule to all District and Section Commanders and all Section training representatives.

As new courses are added by NVCJA, the Training and Career Development Unit will notify District and Section Commanders as soon as possible.

The Training and Career Development Unit will provide District and Section Commanders with a list of upcoming MIR anniversary dates for employees under their command who must be assigned to MIR schools.

Section or District Commanders are responsible for the following:

- Informing employees under their command of their current MIR anniversary date.
- Ensuring that employees under their command submit at least three preferred dates for schools offered by the Academy, preferably six months prior to their MIR anniversary date.
- Ensuring that preferred schools are offered prior to the employee's MIR anniversary date • Ensuring that the employee is an eligible participant as determined by the course description
- Compiling a list of preferred schools for each employee and submitting the list to the Training and Career Development Unit so employees can be scheduled to attend the schools
- Making every effort to ensure an equitable distribution of courses for employees under their command

Once all requests for training are compiled and reviewed, Section or District Commanders will forward the requests along with the employee's original request to the Training and Career Development Unit. When appropriate, District and Section Commanders will include their justification for either recommending or denying an employee's request for training.

The Training and Career Development Unit will formulate the Department's Academy MIR attendance for the upcoming year. The Training and Career Development Unit will notify in writing each employee and the employee's District and Section Commander of their assignment to attend an MIR course.

The Training and Career Development Unit will be responsible for any re-scheduling of MIR dates which may be necessary.

In order to assist Section or District Commanders and other employees in making decisions on course scheduling, the Training and Career Development Unit will maintain current information consisting of:

- Individual employee's training records.
- Records of employees in need of MIR.
- Records showing the number and type of schools each employee attended in previous years.

Employee's Responsibilities will be to:

- Attend all scheduled MIR classes.
- Not request leave during an assigned MIR (except for emergencies).
- Not set court dates during their scheduled MIR.
- Notify the Human Resources Management Section Commander as soon as possible once the employee realizes that they will miss part of a scheduled MIR so the rescheduling process can be completed. The Human Resources Management Section Commander will notify the employee's District and Section Commander of the employee's absence.

C. Other Types of Training

1. District and Section Commander's Responsibilities for Other than MIR:

- Ensuring that newly promoted employees are recommended to attend required training and other preparatory training.
- Ensuring that employees in need of corrective training are recommended for such training as soon as possible after identification of the need for training.
- Ensuring that employees attend Virginia Criminal Information Network (VCIN) biennial operator recertification classes during the year in which their certification expires.

2. In-Service Type

Specialized Training Courses or Seminars not conducted through the NVCJA which come to the attention of District and Section Commanders independent of the Training and Career Development Unit should be handled in accordance with the following guidelines:

- The employee should submit a MIR card through the Chain of Command to their Division Commander, forwarding the brochure announcement of the school with the card.
- The employee's Section or District and Division Commander will review the request and initial their approval on the MIR card.
- If approved, the Division Commander shall notify the Systems Management Division Commander who will notify the Training and Career Development Unit.
- If not approved, the Division Commander will return the request together with reason for denial to the Section or District Commander.
- Should the training course require payment of tuition, travel, per diem, etc., the Systems Management Division Commander and the Budget Analyst will review the request prior to final approval, to ensure conformity with the affected Division's training budget request for the fiscal year.
- If the Systems Management Division Commander finds that the requested training is not in the affected Division Commander's training budget, the Systems Management Division Commander should inform the Division Commander so that adjustments may be made.
- If the request is approved, the Systems Management Division Commander will return the approved form to the affected Division Commander for notification of the officer, with a copy sent to the Training and Career Development Unit.
- The employee requesting an outside school will be notified via their Division Commander if the request has been approved. The employee will prepare the necessary vouchers. Training Supervisors should be consulted if assistance is needed in completing the voucher. All vouchers must be forwarded to the Systems Management Division Commander for his review and signature.
- Attendees at special training courses must be willing to impart this knowledge to other personnel and may be required to conduct roll call training upon request from the Section or District Commander.
- Prior to attending the approved outside training, the employee shall obtain from the Training and Career Development Unit a Partial In-Service Credit (PIC) form in order to receive partial credit for MIR. Within 14 calendar days after returning from training, attendees must provide the Training and Career Development Unit with the daily class roster and course curriculum and completed PIC Form.

3. In-House Training

The Training and Career Development Unit will implement in-house training programs based upon input from Department resources.

Every effort will be made to certify these training programs for MIR.

In-house training schools will be conducted along the same guidelines as provided in the Instructor Development Course conducted by NVCJA.

The Training and Career Development Unit shall be responsible for updating training records for employees attending in-house training. Therefore, this information need not be listed in the Monthly Training Report.

The Training and Career Development Unit shall maintain all In-house lesson plans according to the State Retention of Records Guidelines.

4. Recruit Field Training

The only persons authorized to provide continuing field training for recruit officers are Field Training Officers and any other officer trained to provide such training. Coordination of recruit field training will be done by the Training and Career Development Unit Supervisor and supervisors from the Operations Division.

As part of Field Training, the Training and Career Development Unit will conduct a local training program to include selected Department of Criminal Justice Services (DCJS) requirements.

5. Roll Call Training

Topics selected for roll call training shall be determined by the Training Committee or the Deputy Chief of the Division conducting the training. However, the agency's annual training program shall include at a minimum:

- training on legal updates
- training for each revision to the Directives Manual

Except for training on revisions to the Department Manual, all roll call training shall be listed on the Monthly Training Report. This report shall specify the topic of the class, summarize its major points, identify the length of the training, and list the names of the instructor and all attendees.

Training on revisions to the Department Manual shall be documented by each revision's Manual Revision Receipt. Officers shall sign the receipt as an acknowledgement that they have received the applicable training for that revision.

In cases where an employee was on leave during his work group's directive revision training, and subsequently receives his copy of the revision upon returning from leave, the issuing supervisor shall ensure that the employee receives individual instruction that is equivalent to the training received by the group.

6. Employee Association Sponsored Training

Employees attending training sponsored by private associations or

employee associations will request leave or be rescheduled through their supervisors. For MIR partial in-service credit or approved educational or rescheduled leave the training provided must comply with State, County or Department regulations.

When the Department provides partial compensation for training by allowing or assigning employees to attend courses sponsored by employee associations, the following guidelines apply:

- Any law enforcement related training provided by employee associations to employees shall comply with Arlington County Administrative Regulation 2.7, Section 9, relating to Educational Leave; as well as Arlington County Government, Equal Employment Opportunity Policy, Section II. G., relating to Career Development and Training.
- A representative from the sponsoring employee association shall notify the Training and Career Development Unit of the name of any employee that has been selected to receive upcoming law enforcement related training.
- A representative from the sponsoring employee association shall direct the selected employee to report to the Training and Career Development Unit to receive a PIC form. The Training and Career Development Unit shall instruct the employee in the proper reporting procedures.
- Employee associations' representatives shall submit the necessary information to complete the Monthly Training Report of any training sponsored. This information is due to the Training and Career Development Unit by the 10th day of each month reporting any training from the previous month.
- The Training and Career Development Unit shall be responsible for maintaining a record of any training reported by employee associations. This training will become a part of the officers' individual training record.

D. Monthly Training Report and Employee Training Records

1. Section or District Commander's Responsibilities

Each Section or District Commander shall ensure that the Monthly Training Report for their Section is completed and forwarded to the Training Unit by the 10th day of the following month.

Section or District Commanders shall be responsible for reporting only the following training on the Monthly Training Report:

a. Roll Call/In-House Training

- Title of Subject
- Instructor(s)
- Length of Training
- Names of Attendees

b. Outside Training - (Training provided by outside agencies other than Arlington County, the Training Unit or NVCJA)

- Title of Subject
- Instructor(s)
- Lesson Plan
- Length of Training
- Names of Attendees

2. Specialized and Civilian/Public Safety Employee Training

Specialized and Civilian/Public Safety Employee Training shall be provided in accordance with Manual Section 513.02 "Training for Civilian Public Safety Employees" and Manual Section 513.03 "Specialized Training."

3. Training and Career Development Unit Responsibilities

The information from the Monthly Training Report, or supplied by an individual, will be entered on the appropriate employee's training record.

The Training and Career Development Unit shall maintain Local Training and In-house lesson plans for five (5) years after the date of completion of the class. All other training records must be kept for the career of the employee plus five (5) years.

The Training and Career Development Unit shall prepare a Training Report of all training given by employee classification, class, age, and rank. This report shall be forwarded and reviewed by the Systems Management Division Commander to ensure equitable training throughout the Department.

4. Planning & Research Unit Responsibilities

This Unit will maintain training records on all changes to the Department Manual. Each Section or District Commander shall ensure that these records are completed and forwarded to the Planning and Research Unit.

5. Emergency Response Team (ERT) Responsibilities

The ERT Commander, or designee, shall furnish the Training and Career Development Unit with a monthly training report of all SWAT Team and Hostage Negotiation (HN) Team training. The training report shall be prepared in accordance with this Directive.