




ARLINGTON COUNTY POLICE DEPARTMENT DIRECTIVE MANUAL

Chapter: 5 Procedures	Effective Date: May 4, 2017	Amends/Supersedes: March 1, 2005	By Authority of the Chief of Police  Charles A. Penn
Accreditation Standard(s): TRN.03.01			

513.02 Training for Civilian Public Safety Employees

I. Policy

As part of their professional development employees are encouraged to participate in training related to their position in order to maintain and advance their skills, knowledge and competencies and add value to the workplace.

II. Procedure

- A. Orientation Training - All newly hired civilian public safety employees will receive, at a minimum, the following training:
- County new employee orientation.
 - Review of the Department's role, purpose, goals, policies and procedures.
 - Working conditions and regulations.
 - Responsibilities and rights of employees.
- B. Training Resources - Training provided to civilian public safety employees shall use, at a minimum, the following resources:
- [AC Commons](#).
 - [Arlington County administrative regulations and policies](#).
 - Police Department Manual.
 - Applicable standard operating procedures manuals.
- C. Specialized Training - In addition to orientation training, the School Crossing Guards, Parking Aides, Community Services Officers, Special Services and Property Unit personnel require additional specialized training by the Unit/Section Commander before assuming their job responsibilities.
1. School Crossing Guards, Parking Aides and Community Service Officers
- Applicable Virginia laws and Arlington County ordinances.
 - Civil liabilities.
 - Safety responsibilities.
 - Dealing with the public.

2. Special Services Unit, Property Management Unit and Records Management Unit personnel

- Dealing with the public.
- Communications skills.
- Word processing skills.
- Computer data entry skills.

D. Annual Retraining - The Training and Career Development Unit, with the cooperation of section commanders will make every effort to provide annual retraining to all civilian public safety personnel using the resources of the Arlington Institute, the Northern Virginia Criminal Justice Academy and the Training and Career Development Unit.

Training and Career Development Unit personnel shall be responsible for maintaining all civilian public safety training records.