



Herndon Police Department GENERAL ORDERS

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TRAINING

I. POLICY

The department ensures that official training meets mandatory standards and supports progressive development for sworn and civilian personnel.

II. TRAINING OVERSIGHT

A. The Personnel and Training Section manages and coordinates training for the department. Primary responsibilities include:

1. Coordinating basic recruit and in-service training with the academy,
2. Coordinating field training with the department's field training supervisor and field training instructors,
3. Coordinating mandatory, recertification/refresher and approved training with the academy, providers, or vendors,
4. Coordinating new communications technician training,
5. Coordinating, planning, developing, implementing, and evaluating training programs,
6. Communicating required and/or available training to personnel,
7. Maintaining training and attendance records and ensuring personnel complete and/or reschedule training,
8. Ensuring that training is conducted pursuant to state requirements, operational goals, and professional standards.

B. Training Committee

The Support Services Division commander will ensure that a committee of personnel will be established to develop and evaluate the training needs of the department, with input from representative sections, functions, and specialties.

1. At a minimum, the Training Committee will consist of the Support Services Division commander, the Personnel and Training Section supervisor and corporal, the field training supervisor, firearms and defensive tactics instructor representatives, and others as designated by the commander.



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2. The Training Committee will meet at least biannually to evaluate training goals, discuss ideas and concerns, and recommend changes that relate to training.
3. Findings and details of the committee will be reported to the Chief of Police by memorandum from the Support Services Division commander, or designee.

III. TYPES OF TRAINING

The department must ensure appropriate mandatory, refresher, advanced, and discretionary training is provided to meet state and departmental requirements according to the position and the needs of the department.

A. Police Academy Training <33.4.1>

Police recruits, hired to become certified police officers, must successfully complete an approved, state-mandated law enforcement academy as a condition of continued employment. Police recruits are civilian employees that do not have arrest authority and are not authorized to carry departmental firearms, weapons, or police equipment prior to academy graduation. Following graduation and upon certification as a police officer, police recruits become probationary officers.

1. The department is a member agency of the Fairfax County Criminal Justice Academy, which provides basic law enforcement academy training, in-service, and other specialized training courses to the department, and is DCJS accredited. Recruit training at the academy will be based on law enforcement tasks and evaluated by instructors based on required knowledge, skills, and abilities, which will be outlined in orientation materials and training information disseminated at the beginning of the academy class. **<33.4.2a,b,c>**
2. The Personnel and Training Section will maintain liaison with the department's academy instructor to monitor the performance of enrolled police recruits. **<33.4.3d>**



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B. Field Training

Probationary officers (recent graduates of a law enforcement basic academy and certified police officer new hires) must complete mandatory department field training supervised by a field training instructor. Probationary officers must demonstrate throughout the program sufficient knowledge and skill to perform independently as a police officer. Field training is based on tasks that are most frequently performed by law enforcement personnel and competency is measured in the required skills, knowledge, and abilities.

1. Probationary officers that have just graduated from the basic law enforcement academy must complete field training for a minimum of 240 hours. **<33.4.3a>**
2. Probationary officers that are certified law enforcement officers must complete field training until recommended for release. The amount of time a certified officer spends in training will vary depending on their level of experience. Certified officers who are deputy sheriffs and have not previously worked in a patrol capacity will be required to complete a minimum of 240 hours in the field training program.
3. The Field Operations Division commander and the Chief of Police will make the final determination as to the probationary officer's readiness for independent patrol.

C. Mandated In-Service Retraining (MIR) <33.5.1>

The Virginia Department of Criminal Justice Services (DCJS) mandates the completion of required in-service training hours that must be accomplished for sworn personnel to maintain their law enforcement certification. Sworn personnel's in-service training requirements, to include legal updates, are monitored annually for compliance. The Personnel and Training Section maintains training records and notifies personnel of training opportunities to ensure that requirements are met.



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D. Civilian Training

1. Communications Technicians

Communications technicians will be required to successfully complete a DCJS approved, basic communications course, unless waived or modified due to certification. During communications training, new technicians, unless previously certified, must complete a minimum of three months of communications job training supervised by a communications training instructor and demonstrate sufficient knowledge and skill to perform independently until recommended for release.

2. Parking Enforcement

The parking enforcement official will be required to complete a structured training program under the direction of the Traffic Section supervisor, to perform the responsibilities of the position.

3. Civilians

Non-sworn personnel will be provided initial and advanced (as necessary), job-related training to perform their duties. Initial orientation will be provided to civilians to introduce them to the law enforcement environment with information on:

- a. The department's role, purpose, goals, policies, and procedures,
- b. Working conditions and regulations.

E. Supervisory Training

1. Sworn and civilian supervisors will receive job related, leadership, and other applicable training that will enhance their skills, knowledge, and abilities.
2. Job related training for the new position will be provided for all newly promoted personnel. **<33.8.2>**

F. Accreditation Training <33.5.3>

Department members will receive information regarding accreditation and the associated benefits and process within 30 days of employment or completion of the police academy.



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G. Department Conducted Training

The department will conduct routine, specialized, or advanced training courses as appropriate and use available resources and personnel to develop and instruct the courses. If training is DCJS applicable, instructors for such training shall prepare lesson plans to establish the purpose of the training and set performance objectives. The lesson plans shall be reviewed by a division commander and approved by academy staff to ensure they achieve DCJS applicability. All lesson plans shall include the following:

1. A statement of performance and job-related objectives,
2. The content of the training and specification of the appropriate instructional techniques,
3. List of resources used in the development of the curriculum,
4. List of resources required in the delivery of the program,
5. A process for approval of lesson plans, and
6. Identification of any tests used in the training process.

H. Remedial Training <33.1.5a,b>

Supervisors or commanders will direct personnel to undergo remedial training, where needed or identified, to improve specific performance deficiencies. Remedial training must be completed as directed within a specific timeframe and documented. Failure to successfully complete remedial training may result in disciplinary action, to include termination.

I. Roll Call Training

Supervisors or other qualified personnel shall regularly provide supplemental training on emerging topics or refresher training on routine subject matters to Patrol personnel at the beginning or during shifts, as necessary.



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J. Full-time Academy Instructor Training

Full-time academy instructors shall receive instructor development training to include:

1. Preparing lesson plans,
2. Establishing performance objectives,
3. Instructional, testing, and evaluation techniques,
4. Defining resource availability and use.

K. Advanced, Specialized, or Other Approved Training

Specific training will be provided, as needs or requirements dictate, to develop personnel, promote professional growth, certify employees for a function or activity, or train personnel for specialized assignments.

IV. FIELD TRAINING PROGRAM

The department's field training program requires a probationary officer and a field training instructor (FTI) to work together to complete a structured training program. An FTI will be designated to provide daily guidance, mentoring, and direction during the field training process to develop the probationary officer for independent patrol. The Chief of Police will designate a field training supervisor that will oversee the field training program, FTIs, and all aspects of training related to probationary officers. The field training supervisor will coordinate training activities with the Personnel and Training supervisor.

A. FTI Selection and Training <33.4.3b,c,e>

1. FTIs will be approved annually by the Field Operations commander.
2. FTIs must have three years' law enforcement experience, met satisfactory ratings in their performance evaluation, and possess demonstrated ability to work well with and effectively instruct others.
3. FTIs must successfully complete a DCJS approved FTI Instructor Course and undergo department-level retraining every two years to remain active as an approved FTI.



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4. FTIs shall be supervised and evaluated by their immediate supervisor with oversight by the field training supervisor.
 5. FTIs will receive one hour of overtime compensation daily when serving as an FTI to complete paperwork.
- B. The field training program will involve the following:
1. The program relies on a Field Training Manual to provide structured guidance to ensure all areas of policy and procedure are thoroughly covered. The manual, along with daily observation and trainee's self-evaluation reports, shall document the progress and activities of the training program.
 2. The probationary officer will rotate assignments in various sections of the department, and on different shifts, or experience other assignments as directed to broaden their understanding of department functions. **<33.4.3f>**
 3. The probationary officer will eventually advance to performing all police tasks without the direct intervention of the FTI. The FTI will accompany the probationary officer during this period, but will function only as an observer and evaluator, and will avoid interfering with the probationary officer's police performance except in emergencies or in situations beyond the probationary officer's ability to handle or control an incident.
 4. When the FTI determines that the probationary officer has gained sufficient knowledge and skill to perform as an independent patrol officer, the FTI will recommend to the field training supervisor that the probationary officer be released from field training. The field training supervisor or designee shall ride with the probationary officer to observe their demonstrated ability. The field training supervisor will affirm the FTI's recommendation that the probationary officer be released from field training and will advance the recommendation to the Field Operations commander. The final decision to release the probationary officer from field training rests with the Field Operations commander, endorsed by the Chief of Police.



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5. If it is determined at any point in the field training process that the probationary officer is not progressing satisfactorily, the FTI shall confer with their immediate supervisor and the field training supervisor and outline the areas of concern. The Field Operations commander will review the matter and make recommendations on whether to continue training.
- C. The following documentation shall be completed for all probationary officers:
<33.4.3g,h>
1. FTI/Probationary Officer Agreement – completed by the probationary officer and the FTI, electronically signed and saved by the FTI to the designated network folder.
 2. Daily Observation Reports – completed by the FTI and saved to the designated network folder for review by the immediate supervisor and the field training supervisor. In order to provide immediate feedback to the probationary officer in training, FTIs shall ensure that each Daily Observation Report is completed and reviewed with the probationary officer no later than the next scheduled shift.
 3. Probationary Officer's Self-Evaluation Reports – completed by the probationary officer, reviewed by the FTI, and saved to the designated network folder for review by the field training supervisor. The Self-Evaluation Report shall be completed by the probationary officer at the completion of each work week.
 4. Field Training Critique – completed by the probationary officer and forwarded directly to the field training supervisor at the completion of training with each FTI. This critique provides direct feedback to the field training supervisor on the training activities, the FTIs, and other information that will serve to evaluate and/or improve the program.
 5. Field Training Manual – completed by the probationary officer and the FTI, electronically signed and saved by the FTI to the designated network folder for review by the immediate supervisor and the field training supervisor.



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V. COMMUNICATIONS TRAINING PROGRAM

New communications technicians will be required to complete basic telecommunications school and a minimum of three months of on-the-job training in the communications training program, unless waived or modified due to certification. The program requires the new technician and a communications training instructor (CTI) to work together to complete the structured training program. A CTI will be designated to provide daily guidance, mentoring, and direction during the training process to develop the technician for independent duty.

A. The communications on-the-job training program involves the following:

1. The program relies on a Communications Training Checklist to provide the structure to ensure all areas of policy and procedure are understood and applied. The checklist, along with daily observation reports, shall document the progress and activities of the training.
2. Initially, the new technician will serve as a backup to the CTI while learning basic communications skills.
3. Once progress is observed, the new technician will begin to perform dispatching duties while under the direct supervision of the CTI. The technician must be appropriately certified for VCIN/NCIC access prior to being permitted to work without direct supervision.
4. The new technician will advance to performing all dispatching tasks without the direct intervention of the CTI, except in emergencies or in situations beyond the new technician's experience or ability to handle.
5. If it is determined that the new technician has gained sufficient knowledge and skill to operate independently, the CTI will make a recommendation to release the technician from training through the chain of command and the Personnel and Training Section supervisor. The Personnel and Training Section supervisor shall also ensure that DCJS minimum training standards are met to be recommended for release. The final decision to release the new technician for independent duty will be made by the Support Services commander, endorsed by the Chief of Police.



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6. If it is determined that the technician is not progressing satisfactorily, the CTI shall confer with the communications manager and the Personnel and Training Section supervisor and outline the areas of concern. The Support Services commander will review the matter and make appropriate recommendations on whether to continue training.

B. CTI Selection and Training

1. CTIs will be selected by the Communications Manager and approved by the Support Services Division commander.
2. CTIs must have completed two years' communications experience, met satisfactory ratings in their performance evaluation, and possess demonstrated ability to work well with and effectively instruct others.
3. CTIs shall be supervised and evaluated by their immediate supervisor with oversight by the Personnel and Training Section supervisor. CTIs will receive one hour of overtime compensation daily when serving as a CTI to complete paperwork.

VI. TRAINING ADMINISTRATION

A. Requests for Training

All requests for training that require travel expenses must be approved in advance utilizing form HP493 – “*Herndon Police Department Training Request*” and be in accordance with Town of Herndon AR 5-1 – “Travel and Fund Advances”.

B. Attendance

Personnel shall attend all approved, assigned, mandated, or directed training, as it will be treated as a duty assignment and documented. Personnel shall follow all policies, procedures, and rules and regulations of the training facility while attending training. Any absence must be formally excused by the immediate supervisor or the Personnel and Training Section and then rescheduled as appropriate. The Personnel and Training Section will assist personnel to reschedule mandatory training that must be completed. Unexcused absences will be brought to the attention of the Support Services Division commander.



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C. Records <33.1.6>

1. Training records of department personnel shall be maintained and updated by the Personnel and Training Section and will include the date, type, certification, attendance and other applicable information regarding the training received.
2. Training records shall be maintained on each training class conducted by the department, regardless of whether it qualifies for DCJS credit, to include:
 - a. Lesson plan, if applicable, or topic information,
 - b. Roster of attendees,
 - c. Scores attained by attendees, if measured by tests.
3. All training records shall be retained in accordance with the Library of Virginia Records Retention Schedule.

D. Annual Training Assessment

The Assistant Support Services commander with organizational responsibility over the Personnel and Training Section shall prepare an annual assessment of departmental training to evaluate whether current training programs are meeting the department's needs and requirements at the organizational, operational, and specialty level. The assessment should solicit input from the Training Committee and supervisors and include recommendations, as appropriate, for changes.