


**LEESBURG POLICE DEPARTMENT  
REGULATIONS AND GENERAL ORDERS MANUAL**

General Order Number: 501	Section: TRAINING AND CAREER DEVELOPMENT	Effective Date: SEPTEMBER 2022
Title: <p style="text-align: center;"><b>TRAINING</b></p>		
Accreditation Standards: TRN.01.01, TRN.01.02, TRN.02.01, TRN.02.02, TRN.02.03, TRN.03.01, TRN.03.02, TRN.04.01		
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**I. ADMINISTRATION**

**A. Training Function.**

1. The training function within the Department is the responsibility of the Recruitment and Training Unit (RTU). Responsibilities of the RTU may include but are not limited to the following:
  - a. Planning, developing and implementing training programs;
  - b. Coordinating recruit and in-service academy training, and acting as the Department's liaison with the Northern Virginia Criminal Justice Training Academy;
  - c. Notifying personnel of required training and training that is available to personnel;
  - d. Maintaining training records;
  - e. Maintaining attendance records of all mandatory training programs to ensure that required programs are attended;
  - f. Assisting in the selection of instructors and developing resources;
  - g. Evaluating training programs;
  - h. Coordinating training programs for all sworn and civilian personnel;
  - i. Ensuring all training is conducted within the framework of departmental goals and in cooperation with all operational sections.

**B. Attendance Requirements.**

Personnel of the Leesburg Police shall attend all training programs, which they are assigned. Attendance will be treated as any other duty assignment. Personnel shall comply with all rules and regulations of the training provider. Attendance rosters are the responsibility of the instructor providing the training during departmental classes. Instruction classes outside the Department will be monitored by the RTU to ensure that departmental personnel fulfill their attendance requirements. There are situations when personnel may be excused from training programs such as illness, personal emergency, police emergency, or court appearances. Any absence must be properly excused by the administrators of the program and must be in compliance with directives under which the training program is being operated. Unreasonable excuses will be brought to the attention of the Administration Support Commander or designee. Students will make every effort to make up for absences. Where training is mandatory by law, the training officer will make necessary arrangements for makeup training. Certificates should be issued to personnel completing training courses. Personnel shall forward a copy of any certificate to the RTU for the training records.

**C. Training Costs.**

The Leesburg Police will pay for all authorized training registration fees and associated training costs such as mileage, meals, housing, books, or materials in compliance with the Town travel policy. Overtime compensation will be allowed as directed by the Chief of Police or designee.

**D. Performance Objectives/Lesson Plans/ Testing Procedures.**

1. The Department of Criminal Justice Services requires performance-based training during training at the Northern Virginia Criminal Justice Training Academy. All training conducted by the Leesburg Police will have specific performance objectives.
2. Performance objectives will:
  - a. Focus on elements of the job-task analysis for which formal training is needed;
  - b. Provide clear statements on what should be learned;

- c. Provide the basis for evaluating students;
    - d. Provide the basis for evaluating the effectiveness of the training program.
  - 3. The use of these objectives should acquaint the student with the required knowledge and skills they must demonstrate, and the circumstances under which they should be applied. Using this approach, instructors will be able to relate the training directly to the job performance that will be expected.
  - 4. In all training courses, lesson plans will be developed. All departmental lesson plans will be reviewed and approved by the RTU or designee. These lesson plans will include the following:
    - a. Guidelines and format for lesson plan development;
    - b. A statement of performance objectives;
    - c. Content of training and specification of the instructional technique to be used.
  - 5. In most training programs, tests may be developed to measure the students' knowledge of the performance objectives covered during the training. The testing format may be a written exam or a performance exercise. Written exams may include multiple choice, true/false, fill in the blank, or narrative questions. All testing will have a pass/fail cutoff score. Test development will be a cooperative effort between the instructor and the RTU. Final approval of all test questions and format will be the responsibility of the RTU.
- E. Remedial Training.
  - 1. Remedial training is instruction utilized for improving specific deficiencies in personnel. Normally, the need for remedial training is recognized by supervisors during training, during routine job performance, or during inspections.
  - 2. Training and proficiencies that are State-mandated will require remedial training if failed. Proficiencies such as firearms training, less-lethal weapons techniques, and vehicle operation skills that are unsatisfactorily performed will require remedial training. Essentially, any aspect of law enforcement that incurs liability because of a lack of proper training will require remedial training if failed by the employee.
  - 3. Remedial training will be made available by the RTU as the need arises. Completion of the remedial training will be accomplished as soon as possible after the deficiency is observed.
  - 4. Personnel designated to receive remedial training are required to attend the training. Failure to attend remedial training will be reported to the Administration Support Commander or designee and disciplinary action may result.
- F. Training Records.
  - 1. All training received by departmental personnel will be documented and maintained in training records by the RTU. These records will include the employee's name, course title, where and when attended, hours of instruction, test scores and certificates received. The RTU shall ensure that the Northern Virginia Criminal Justice Training Academy is provided all records of training received.
  - 2. Training records will not be released to anyone outside the Department except with the approval of the Chief of Police or designee.
- G. Class Instruction Records.
 

The RTU will maintain all records of training conducted by the Department. These records shall include:

  - 1. Course title, content and lesson plans;
  - 2. Names of attendees;
  - 3. Individual test scores (where applicable).

## II. ACADEMY

- A. Northern Virginia Criminal Justice Training Academy.
 

The Academy is responsible for providing all State mandated basic, in-service, and specialized training for the following member agencies:

  - 1. Loudoun County Sheriff's Office;
  - 2. Fairfax City Police;
  - 3. Metro Transit Authority;
  - 4. Washington Metropolitan Airports Authority;
  - 5. Middleburg Police;
  - 6. Alexandria City Police;
  - 7. Alexandria City Sheriff's Office;
  - 8. Arlington County Police;
  - 10. Manassas Park Police;
  - 11. Manassas City Police;
  - 12. Leesburg Police;
  - 13. NOVA Community College Police
  - 14. Falls Church City Police;
  - 15. Falls Church City Sheriff's Office;
  - 16. Arlington Sheriff's Office.
  - 17. George Mason University Police.

9. Purcellville Police;

The Academy Director is appointed by the Academy Board of Directors and is responsible for the daily operation of the Academy. The Director operates the Academy within the guidelines established by the Virginia Department of Criminal Justice Services. A reference manual, promulgated by the Department of Criminal Justice Services, is the primary source for academy policy, curriculum, and standards. The Director is responsible for the selection, appointment, supervision and removal of staff members and instructors. All members of the staff from member agencies fall under the Director's command while assigned to the academy.

### III. TRAINING INSTRUCTORS

#### Instructor Qualifications.

1. All departmental instructors are required to possess certification from the Virginia Department of Criminal Justice Services as a General Instructor. This certification includes training in the following areas:
  - a. Lesson plan development;
  - b. Performance objective development;
  - c. Instructional techniques;
  - d. Learning theory;
  - e. Testing and evaluation techniques;
  - f. Resource availability and use;
2. Instructors for training programs operated by the Leesburg Police shall have specific knowledge of the subject to be taught and be knowledgeable of teaching practices, theories, and methods.

### IV. RECRUIT TRAINING

#### A. Recruit Training.

All recruits are required to successfully complete an approved, State-mandated Virginia Department of Criminal Justice Services basic training course for law enforcement officers. Prior to graduation and becoming a State certified police officer, recruits are civilian employees. As a civilian employee, recruits do not have arrest authority and are not authorized to carry a firearm or other weapons or police equipment outside of the training environment.

#### B. Academy Manual.

The Northern Virginia Criminal Justice Training Academy will provide all recruits with a manual that describes the organization of the Academy, the Academy's rules and regulations, the Academy's rating, testing, and evaluation system, the physical fitness and proficiency skill requirements, and the Academy daily training schedules.

#### C. Recruit Job Task Analysis.

Recruit training will include a curriculum based on a job task analysis of the most frequent assignments of police officers upon graduation. The training will also include the use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities, such as practical exercises, written tests, and field observations.

#### D. Field Training Officer Program.

1. The Field Operations Division Commander or designee will assign all recruits to a Field Training Officer (FTO) upon graduation from the Academy. The Field Operations Division Commander selects FTO candidates based upon their job performance and ability to work with others. Field training is accomplished in three phases:
  - a. Pre-Academy Orientation.

Recruits hired prior to the beginning of an Academy session will be given an initial orientation of the Department to acquire a generalized overview of operations. Recruits are civilian personnel and shall be trained with their civilian capacity in mind. Recruits shall not be allowed to perform the functions or duties of a police officer during this phase.
  - b. Academy Training.

Recruits will be taught basic principles and procedures of law enforcement during their Academy session. The RTU will ensure an active liaison is maintained with the Academy and that all recruits are meeting Academy and Leesburg Police requirements. The RTU will review

all Academy evaluations and counsel the recruits when appropriate. After completing the Academy, the recruit will be assigned to an FTO.

c. Field Training.

All recruit officers will receive a minimum of twelve weeks of training from an FTO. The FTO will complete daily observation reports and over the training period complete the Field Training Guide. Team supervisors will be required to review all Daily Observation Reports, End of Phase Reports, End of Program reports, and forward them to the Field Operations Division Commander. If a recruit officer has demonstrated exceptional progress in the field training program and the Field Training Guide has been completed, the 12 week minimum requirement may be waived with the approval of the Field Operations Division Commander. This waiver will typically only be granted to individuals with extensive prior experience in municipal law enforcement. The maximum time a recruit officer may spend with an FTO will depend on the recruit's satisfactory performance. This may vary with each individual. When the FTO is satisfied with the recruit officer's performance and job knowledge, the FTO will submit their recommendation through the electronic document management system to their team supervisor stating that the recruit officer has satisfactorily completed field training.

The team supervisor will make appropriate comments on the recommendation and forward it to the Field Operations Division Commander. After reviewing the field training guide, the recruit officer's daily observation reports, End of Phase Reports, and the End of Program Report, the FTO Coordinator and Field Operations Division commander will conduct a meeting with the team supervisor, along with the FTO, to determine whether the recruit officer is ready for patrol or needs additional training. If in the opinion of any of the above personnel, a recruit officer has not completed training satisfactorily, the FTO shall submit a recommendation through the electronic document management system to that effect to their supervisor. The supervisor shall forward the recommendation with appropriate comments to the FTO Coordinator and the Field Operations Division Commander who will review the matter and make appropriate recommendations to the Chief of Police. If the recruit officer is ready for patrol, the FTO Coordinator shall store the recommendations, completed Field Training Guide, and other training evaluations in the electronic document management system. The Field Operations Division Commander shall forward the completed Department of Criminal Justice Services (DCJS) form to the RTU.

d. The FTO Coordinator or Field Training Officer will schedule and ensure that the recruit rotates through the Operational Support Services Section, the Criminal Investigations Section, and the Emergency Communications Center for a period not to exceed two days for each section. The rotation should be completed within 3-6 months of release from the FTO Program.

e. When an FTO is absent, the recruit officer shall be placed with another FTO on his assigned team, if available. If not, the recruit will be placed with an available officer. The recruit shall refrain from acting independently and shall be accompanied at all times by the assigned officer.

2. The following documentation shall be completed by the designated personnel for all recruit officers:
  - a. Field Training Guide. This document is a guide to ensure all areas of policy, procedure, and rules and regulations required of a recruit officer are understood and complied with;
  - b. Daily Observation Report. This is a daily evaluation completed by the FTO and submitted to the team supervisor. This is then forwarded to the Field Operations Division Commander for approval.
  - c. End of Phase Reports. This will be completed at the conclusion of each phase of training and is forwarded to the Field Operations Division Commander for approval.
  - d. End of Program Report. This will be completed at the end of field training and forwarded to the Field Operations Division Commander with all field training forms for approval.
  - e. Monthly Evaluation Report. This will be completed by the team supervisor after the recruit has been released from the field training program to patrol. This form is completed for 6 months and will be submitted to the Field Operations Division Commander or designee for review.
3. The field training program exists to provide the best possible training to new officers. All members of the Leesburg Police shall cooperate with and support personnel who are participating in this training.

## V. IN-SERVICE, ROLL-CALL, AND ADVANCED TRAINING

### A. In-Service Training.

1. All officers of the Leesburg Police Department will, at a minimum, attend 40-hours of in-service training on a biannual basis as mandated by the State. A 4-hour block of legal updates and a 4-hour

block of cultural diversity training is mandatory during in-service training. Officers may submit requests for schools through the chain of command. These requests may be from the offered lists or from other sources. A short justification narrative should accompany the request. If no request is received, the RTU and/or supervisor shall assign in-service schools.

2. Firearms training will be mandatory for all officers and will be conducted in accordance with General Order 104 – Response to Threats/Resistance.
3. Legislative updates are immediately disseminated to Department personnel. Appropriate training is assigned, and policies and General Orders are revised or reviewed, and distributed at a minimum, annually. An annual distribution of legislative updates via our electronic document management system occurs.
4. Proficiency at in-service training is a component of the Career Development Program and is provided to keep personnel current on the duties and responsibilities of the job to which they are assigned.

B. Roll-Call Training.

1. Supervisors are responsible for ensuring that roll calls are utilized to accomplish assigned training programs.
2. Roll-call training, in addition to promoting a better understanding of the Regulations and the General Orders Manual, shall be used to train in the understanding of new laws, technological improvements, and current related subjects as needed.
3. The Patrol Commanders or designee will plan roll-call training for the Patrol Section. The FTO's on each team may prepare and submit for approval a lesson plan which addresses a topic approved by the Patrol Commanders. To further their career development, FTO's may receive General Instructor certification. These plans, once approved, shall be utilized by the FTO to conduct roll call training.
4. The RTU will forward a lesson plan to team supervisors for their FTO's to utilize. The lesson plan will have an LPD 345, "Team Training Form", attached. This form will be completed by the FTO and initialed by the supervisor. The last team supervisor to initial will forward the documents to the RTU for filing.
5. The RTU will conduct an annual evaluation of the Department's roll-call training. The evaluation will assist the Chief of Police or designee in recognizing needs or inadequacies.

VI. Specialized In-Service Training.

A. Specialized Training Positions.

1. Many functions within the Department require specialized training either prior to assignment or as part of continued training within the assignment. Training may be required of personnel assigned to specific functions and should be initiated within 30 days of the assignment of the personnel to that function. Personnel assigned to specialized activities shall be aware of their administrative requirements and their relationships to other sections of the Department.
2. Functions that require specialized training prior to assignment may include but are not limited to:
  - a. RADAR/LIDAR Operator;
  - b. Firearms/Range Instructor;
  - c. Canine Officer;
  - d. Evidence Technician;
  - e. General Instructor;
  - f. Motorcycle Officer;
  - g. Field Training Officer;
  - h. Armorer;
  - i. Bicycle Patrol Officer;
  - j. Breath Alcohol Operator.
3. Functions that require specialized training after assignment may include but are not limited to:
  - a. Supervisory Positions;
  - b. Internal Affairs Investigator;
  - c. Property Officer;
  - d. Training Officer;
  - e. Criminal Investigator;
  - f. School Resource Officer;
  - g. Communications Technician;
  - h. Crash Investigator.
4. Specialized training will include:
  - a. Development or enhancement of the skills, knowledge and abilities particular to the specialization;
  - b. Management, administration, supervision, personnel policies and support services of the function;
  - c. Performance standards of the function or component;
  - d. The Department's policies, procedures, rules and regulations specifically related to the function or component;
  - e. Supervised on-the-job training.

5. The RTU will maintain an inventory of the career specialties within the Department. A career specialty is an area of interest and specialization that enhances the upward mobility and/or job satisfaction of an employee. Specialty functions within the Department may include but are not limited to:

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|---------------------------------|--------------------------------|
| a. Crime Prevention Officer;    | i. Armorer;                    |
| b. Youth Services Officer;      | j. Canine Officer;             |
| c. Criminal Investigator;       | k. Training Officer;           |
| d. Vice-Narcotics Investigator; | l. Property Officer;           |
| e. Evidence Technician;         | m. Public Information Officer; |
| f. Motorcycle Officer;          | n. Field Training Officer;     |
| g. Crash Investigator;          | o. Administrative Officer;     |
| h. Firearms Instructor;         |                                |

Officers assigned to career specialties, such as those detailed above, will be provided with appropriate training opportunities that will enhance the skills, knowledge and abilities required for a specialized function in accordance with DCJS standards. This training will be provided prior to assignment or as continued training within the assignment.

6. All personnel assigned or selected to specialty units within the Department shall receive training in the relative field prior to performing in the assigned function. Specialized units within the Department may include but are not limited to:

- a. Emergency Response Team – Tactical Element
- b. Emergency Response Team – Negotiations Element
- c. Crash Reconstruction Team
- d. Unmanned Aircraft Systems Team

Personnel assigned to these units participate in regularly scheduled training exercises, coordinated by the team commanders of each unit/team. Documentation of the trainings will be forwarded to the RTU for file. The appropriate Team Commander, in conjunction with the RTU will ensure that all personnel assigned to specialty units/teams attend retraining as required to maintain certifications.

7. Advanced Training.

- a. Advanced training is considered the type of training provided by entities such as the FBI National Academy, the International Association of Chief of Police, and the Virginia Association of Chief of Police. This training is designed to improve the professional competence of officers who have demonstrated leadership capabilities.
- b. The Chief of Police will select candidates for advanced training depending on the needs of the Department.

## VII. CIVILIAN TRAINING

### A. Civilian Orientation.

All new civilian employees will be presented an orientation program introducing them to the Town of Leesburg and the Leesburg Police Department. This will include:

1. The Department's strategic vision, organizational values, goals, objectives, policies, and procedures;
2. The working conditions, rules and regulations;
3. The rights and responsibilities of employees.

### B. Communications Technician Training.

All new Communications Technicians (CT) will be trained in accordance with 6VAC20-20 Compulsory minimum training standards. All new CT's will be trained for a minimum of 12 weeks by a departmental Communications Training Officer (CTO). All new CT's will have a Leesburg Police Communications Technician Training Guide, Training Program Administration, and training tasks completed by a departmental CTO and will be certified Full Access to operate the VCIN/NCIC terminal prior to being permitted to work without CTO supervision. In addition, new CT's will be required to satisfactorily complete the basic communications technician school within one year of their appointment. If a CT has demonstrated exceptional progress in the Communications Technician Training Program and the Communications Training Guide has been completed, the 12-week minimum requirement may be waived with the approval of the Administrative and Support Services Division Commander. This waiver will typically only be granted to individuals with extensive prior experience in public safety emergency communications centers. The maximum time a CT will spend with an CTO will depend on the CT's satisfactory performance. This may vary with each individual. When the CTO is satisfied with the CT's performance and job knowledge, the CTO will submit a memorandum to their team supervisor stating that the CT has satisfactorily completed on the Communications Technician Training Program.

The RTU will be responsible for retraining civilian employees of the Department. Communications Technicians shall be certified at a minimum of every two years in the operation of the VCIN/NCIC terminal. Training requests must be approved by the employee's supervisor and forwarded to the RTU.

C. Records Clerk Training.

All new Records Clerks will be trained in Virginia Incident Based Reporting administered by Virginia State Police within one year of their date of hire. All new Records Clerks will have a Leesburg Police Records Training Guide, Training Program Administration, and training tasks completed by the Records Supervisor and will be certified with Limited Access to VCIN/NCIC. All new Records Clerks will be trained for a minimum of 12 weeks by the Records Supervisor. Daily documentation will be completed on a Records Daily Observation Report. If a Records Clerk has demonstrated exceptional progress in the Records Clerk Training Program and the Records Training Guide has been completed, the 12-week minimum requirement may be waived with the approval of the Administrative and Support Services Division Commander. This waiver will typically only be granted to individuals with extensive prior experience in law enforcement records.

The RTU will be responsible for retraining civilian employees of the Department. Records Clerks shall be certified at a minimum of every two years in the operation of the VCIN/NCIC terminal. Records Clerks will be required to obtain a minimum of 20 hours of training each year relevant to their position. This is contingent upon staffing levels in the Records Section. Training requests must be approved by the employee's supervisor and forwarded to the RTU.