




City of Manassas Police Department General Duty Manual



Effective Date: 09-01-2008	GENERAL ORDER	Number: 07-02
Subject: NVCJTA and the Training Function		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 06-03-2019		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 33.1.1/ 33.2.3 /	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 4

PURPOSE:

To establish goals, procedures and accountability for the Department training function consistent with the goals and objectives of the Northern Virginia Criminal Justice Training Academy (NVCJTA). This General Order is used in conjunction with General Orders 7-3, 7-4 and 7-5.

POLICY:

NVCJTA is the "home academy" of the Department. The Department is committed to the goals and objectives of the NVCJTA, an accredited training facility. Since its inception in 1965, NVCJTA has provided training programs that are widely recognized as among the best in the nation. This commitment to excellence in the field of law enforcement instruction continues to be the prevailing philosophy of the NVCJTA and the Department.

Training sources used by the Department outside NVCJTA are selected based on their ability to present instruction compatible with NVCJTA principles.

DISCUSSION:

In addition to basic police recruit training, NVCJTA offers over one hundred training programs to more than fifteen hundred law enforcement officers in the Northern Virginia region. The emphasis is not just on keeping up with trends, but on keeping ahead of them. The curriculum at NVCJTA for both recruit and in-service training exceeds requirements of the Virginia Department of Criminal Justice Services (DCJS). The instructors are acknowledged experts in their field, and are drawn from private consultants, the Federal Bureau of Investigation, the U.S. Department of State, the Drug Enforcement Administration, the United States Marshal's Service, the Virginia Division of Forensic Science, and local jurisdictions.

PROCEDURES:

I. Organization and Administration of the Department Training Function

A. Goals.

1. The goals of the Department training program include:
 - a. To meet mandatory recruit and in-service training requirements set forth by the Department of Criminal Justice Services.
 - b. To meet the training requirements set forth in CALEA standards.
 - c. To provide required training and retraining to those members occupying specialized assignments within the department.
 - d. To provide training regarding career development activities to supervisors
 - e. To provide training in specialized areas and career tracks of law enforcement.
 - f. To provide training consistent with Department law enforcement responsibilities, including annual legal updates and biennially in topics regarding cultural diversity.
2. These goals are consistent with those of NVCJTA, which is a regional criminal justice academy nationally accredited by CALEA, supported, in part by the Department.

Effective Date: 09-01-2008	GENERAL ORDER	Number: 07-02
Subject: NVCJTA and the Training Function		Page: 2 of 4

3. As a part of the Department's commitment to NVCJTA, the Department maintains one officer at NVCJTA as a full-time instructor.
 4. In-service training may also be provided by private or institutional sources meeting these goals.
- B. Responsibilities.
1. Training is a continuing process involving all members of the Department, most particularly supervisors.
 - a. A supervisor's role in the training process is to ensure that his subordinates are aware of the need for specialized training for career development and to ensure that members maintain their certification status with mandated training requirements.
 - b. A supervisor must address any training deficiencies that he becomes aware of on a department level, squad level or pertaining to individual member(s).
 2. The overall training function of the Department is the responsibility of the Commander of Administrative Services.
 3. The Training Officer is the Department Training Officer, and is responsible for the daily activities of the training component, which includes:
 - a. Planning, developing, implementing, evaluating and coordinating training programs.
 - b. Scheduling mandatory training for all personnel as required by General Order to maintain compliance with applicable CALEA standards.
 - c. Liaison with NVCJTA and the Department's Academy Instructor.
 - d. Liaison with all training facilities used by the department.
 - e. Notifying members of required training and available training.
 - f. Maintaining member training records.
 - g. Maintaining agency training program records (lesson plans, attendance lists, proficiency testing results, etc.).
 - h. Ensuring that Department members and their supervisors register for and attend required training.
 - i. Maintaining a list of qualified Department instructors
 - j. Coordinating the initial and recertification processes for department instructors. .
 - k. Maintaining a list of functions or positions for which certification must be maintained in a timely manner.
 - l. Ensuring certified personnel maintain current their certification status.
 4. A designated patrol Lieutenant is the Department's Field Training Coordinator, and is responsible for day-to-day management of the Field Training Program.
- C. Department Training Committee.
1. The Training Committee is chaired by the Training Officer. The Training Committee Chair reports directly to the Office of Professional Standards.
 2. The Training Committee assists in the development and evaluation of training programs for department members. Its membership should be representative of all divisions and include non-sworn members. The committee shall also perform the following:
 - a. Identify any problems associated with materials or scheduling related to department training.
 - b. Discuss the training policy and recommend any changes that they feel would enhance the directive. Any recommendations will go to the Office of Professional Standards from the committee chairperson.

Effective Date: 09-01-2008	GENERAL ORDER	Number: 07-02
Subject: NVCJTA and the Training Function		Page: 3 of 4

3. The recommended composition of the Training Committee should include five members as listed below:
 - a. Training Committee Chair
 - b. Sworn Representative from the Administrative Services Division
 - c. Sworn Representative from the Patrol Services Division
 - d. Sworn Representative from the Investigative Services Division
 - e. Non-Sworn Representative from the Public Safety Communications Center
4. Patrol and Investigative Services Division Commanders will designate one sworn representative for the Training Committee, and the Administrative Services Division Command will designate one sworn representative and one non-sworn Public Safety Communications Center representative for the Committee. Designees should be appointed to this committee for 24 months with the understanding that Division Commanders may change their representative at any time by notifying the Committee Chair.
5. Training Committee meetings will be held on a semi annual basis. The committee may meet more frequently if deemed necessary by the Training Committee Chair. Meeting minutes will be recorded and summarized for review by the Administrative Services Division Commander.
6. The Training Committee Chair serves as the Department's primary liaison to the NVCJTA as well as a regular member of the Academy's Training Committee.
7. The Training Committee Chair (or designee) is responsible for attending meetings held by the NVCJTA Training Committee to assist in development and evaluation of training needs inclusive of:
 - a. Basic academy recruit instruction.
 - b. Field training programs.
 - c. Mandatory in-service training.
 - d. Roll call training.
 - e. Non-sworn member training.
8. The Committee Chair (or designee) forwards the minutes of the NVCJTA Training Committee to the Commander of Administrative Services following each meeting. The minutes are then forwarded to the Chief of Police.

II. Attendance

- A. Recruit Training.
 1. Any Recruit Officer, whose absence from the Academy during the basic session for any reason exceeds 24 hours, will not be certified as a Virginia law enforcement officer by DCJS.
 2. In addition to the Academy's attendance notification, policy, Recruit Officers shall immediately notify the Department of any absence from the Academy.
 3. Recruit Officers are issued an orientation booklet at NVCJTA, which contains the Academy's attendance policy, as well as rules and regulations.
 4. The Recruitment Officer is the liaison for all Recruit Officers while they attend the Academy, and assists them as required.
- B. In-Service Training.
 1. Members make requests for any in-service training in writing through the appropriate chain of command to the Training Officer. Supervisors in the chain of command comment as to approving or denying the specific course. Requests that are denied are not forwarded through the chain of command.
 2. All scheduled in-service training is a duty assignment. Attendance during scheduled training shall be mandatory.
 3. Any changes in training schedules, accommodations, travel arrangements or related matters shall be directed through the member's chain of command to Training Officer, who coordinates all training. Members shall not make changes on their own account, nor shall they make a direct request of the Academy or other training location to make such a change without notifying the Training Officer.

Effective Date: 09-01-2008	GENERAL ORDER	Number: 07-02
Subject: NVCJTA and the Training Function		Page: 4 of 4

4. All officers must successfully complete a minimum of 40 hours of in-service training every other year, in accordance with DCJS requirements, to meet minimum standards to satisfy Mandatory In-Service Retraining (MIR) requirements. In-service firearms' training is normally completed within the Department on an annual basis.
5. Members assigned to in-service training at NVCJTA shall report to the Academy no later than the assigned starting time for the class that they are attending as specified in the training material. Officers assigned to other locations shall report to the designated location at the time indicated by the Recruitment Officer or listed with the training material.
6. Absences in MIR training may prevent re-certification through DCJS. Every hour of training missed shall be made up. Make up time is scheduled through the Training Officer, who coordinates with NVCJTA.
7. Any absence from NVCJTA or other assigned training location shall also be reported to the Department in accordance with General Order 3-3.
8. Refer to General Order 7-4 for additional information concerning in-service training.

IV. Other Requirements

- A. Members are responsible for providing their own transportation to NVCJTA, except as provided for in this General Order.
- B. Recruits attending Law Enforcement Basic Training and members attending in-service training may utilize a Department vehicle by following the procedure in Section D, below.
- C. Members who are assigned a personal vehicle on a permanent basis may use that vehicle as transportation to in-service or other training.
- D. In order for officers to utilize a Department vehicle other than in Section C, above), prior permission from the Commander of Patrol Services is required. Under short notice conditions, an officer may obtain permission of the Duty Supervisor to use a Department vehicle from the fleet to the Academy or other location for training. Such permission is granted when operational concerns are met first, and a notation is made on the Vehicle Status Board, located in the Roll Call Room.
- E. Weapons are not allowed inside the Academy building unless the student is specifically instructed to bring them. Officers should secure their weapons in the trunk of the vehicle.
- F. Members shall comply with the Rules and Regulations of the Academy or other training location, while so assigned.
- G. Out of town travel and reimbursements to schools, General Order 3-18 and 7-4 governs seminars or conferences other than at NVCJTA.

Attachments: N/A

Index as: Academy.
In-Service Training.
MIR.
NVCJTA.
Recruit Training.

References: N/A