




# City of Manassas Police Department General Duty Manual



Effective Date: 07-30-2006	<b>GENERAL ORDER</b>	Number: 07-04
Subject: <b>In-Service Training</b>		
<input type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 09-03-2019		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 22.1.3/ 33.1.2/ 33.1.3/ 33.1.4/ 33.1.6/ 33.1.7/ 33.3.1/ 33.5.1/ 33.5.2/ 33.5.4/ 33.6.1/ 33.8.1/ 33.8.2/ 33.8.4	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 6

**PURPOSE:**

To establish Department policy on training as an ongoing function. To provide procedures for annual training, mandatory in-service retraining (MIR), including specialized training, roll call training, and educational assistance.

**POLICY:**

It is the policy of the Department that training of members is one of the most important responsibilities. Training serves three broad purposes. First, well -trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, training fosters cooperation and unity of purpose.

**DISCUSSION:**

The Department is a member of the Northern Virginia Criminal Justice Training Academy (NVCJTA), and utilizes NVCJTA for the bulk of its formal training needs. The Virginia Department of Criminal Justice Services (DCJS) recognizes NVCJTA as the Department's law enforcement academy. The Prince William County Criminal Justice Training Academy (PWCJTA) is also utilized for in-service and annual retraining on an as-needed basis.

This directive addresses the following categories of in-service training:

1. Annual Retraining.
2. Firearms Recertification.
3. Mandatory In-Service Retraining (MIR).
4. Roll Call Training.
5. Specialized Training.

**PROCEDURE:**

- I. Department Training
  - A. The Department's annual retraining program includes: Firearms Recertification, Use of Force Review, Legal Update, TASER recertification, defensive tactics and training in any newly issued General Order. The department's annual retraining program is designed to ensure that members are kept current with new laws, technological improvements, revision of Department policy, procedures, rules and regulations and maintenance of the certifications necessary for the department issued and authorized firearms and TASER.
  - B. The department's MIR training requires that sworn members, in order to maintain their certification, complete at least 40 hours of training every two calendar years. MIR, Specialized Training and Roll Call Training are provided through the NVCJTA, the PWCJTA and other outside training sources.
  - C. Rules and Regulations / Orientation booklets, orientation booklets, maps and directions to specific training sites are provided to all attendees by the host training site through the department's Training Officer.

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- D. Program Development.
1. The following resources are used by the Commander of Administrative Services, assisted by the Training Officer, in determining needs and providing direction for training program development:
    - a. The Career Development Program.
    - b. Community input
    - c. Staff reports and / or meetings.
    - d. Consultation with field personnel and field observation.
    - e. Training Committee reports.
    - f. Training evaluations.
    - g. Annual Employee Performance Reviews.
- E. The member's chain of command determines whether a member attends requested training. Requests for any training are made by the member, in writing, to his immediate supervisor, and forwarded through the appropriate chain of command, to the Training Officer. Supervisors in the appropriate chain of command are to comment as to approving or denying the specific course. Requests that are denied are not forwarded through the chain. Each level of command should endorse or otherwise comment on the request, considering:
1. The need for the requested training.
  2. The relativity to the member's current or proposed duty assignment (Knowledge, Skills and Abilities, "KSA's").
  3. The cost benefit and other relevant factors.
- F. The department's Roll Call Training program is structured in such a way as to motivate experienced officers as instructors and to further professionalize the Department through constant training in the most up-to-date methods and practices. The Roll Call training program may include the following topics:
1. Department policy, procedures and rules and regulations, with emphasis on changes.
  2. Statutory or case law affecting law enforcement operations, with emphasis on changes.
  3. The functions of agencies in the local criminal justice system.
  4. Exercise of discretion in the decision to invoke the criminal justice process.
  5. Interrogation and interviewing techniques.
  6. Department policy on the use of force, including the use of deadly force.
  7. Emergency medical services.
  8. The performance evaluation system.
  9. Pursuit policy, techniques, and required actions
  10. New or innovative investigative or technological techniques or methods.
  11. Hazardous materials incidents.
  12. Contingency plans, including those relating to special operations and unusual occurrences.
  13. Crime prevention policies and procedures.
  14. Collection and preservation of evidence.
  15. Report writing and records system procedures and requirements.
- G. Lesson plans are required for all proposed training courses conducted by the Department. Each lesson plan shall include, but is not limited to the following:
1. A statement of performance and job-related objectives of the training course.
  2. The specific content of the training course.
  3. Specification of the appropriate instructional techniques to be used in the training course.
  4. Identification of any tests used in the training course, or a statement that no tests are used.

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- H. Full-time department instructors and those assigned to conduct training for the department must be certified instructors in accordance with DCJS standards. As part of this certification, they receive instruction in the following:
  - 1. Lesson plan development
  - 2. Performance objective development
  - 3. Instructional techniques
  - 4. Testing and evaluation techniques
  - 5. Resource availability and use
- I. Lesson plans for all training courses conducted by the Department are submitted to the Training Officer for input, review and approval, prior to the implementation of the training course. In order to receive approval from DCJS for in-service credit, the lesson plan must be sent to DCJS for its approval.
  - 1. The Training Officer maintains a copy of all lesson plans to be used in training courses conducted by the Department.
  - 2. The Training Officer maintains a copy of training materials, attendance rosters, testing materials and the performance of individual attendees on tests used in training courses conducted by the Department.
- J. Various training bulletins are obtained by subscription: topics from these training bulletins are incorporated in the Roll Call Training program or used for annual retraining requirements: Example publications are:
  - 1. The Law Officer's Bulletin (U.S. Supreme Court).
  - 2. The Law Officer's Bulletin (Trends and Developments).
  - 3. Arrest Law Bulletin.
  - 4. Search and Seizure Bulletin.
  - 5. Training Keys (International Association of Chiefs of Police).
  - 6. Narcotics Bulletin (Investigative Services Division only).

**II. Firearms Recertification.**

- A. Firearms recertification is governed by the provisions of General Order 7-5.

**III. Mandatory In-Service Retraining**

- A. Mandatory In-Service Retraining (MIR) is governed by the Virginia Department of Criminal Justice Services (DCJS). This training includes compulsory attendance every other calendar year in an approved class and documentation of annual firearms qualification.
- B. Compulsory In-Service Training Standards include:
  - 1. Mandatory Legal Training: 4 Hours.
    - a. The subjects selected and hours assigned to each is at the discretion of the approved training school. However, the subjects must be designated as legal training and must total 4 (four) hours.
  - 2. Cultural Diversity Training: 2 hours
    - a. The subject must enhance the officer's career in law enforcement and must total 2 (two) hours.
  - 3. Elective/Career Development: 34 Hours.
    - a. Subjects designate as electives training are at the discretion of the agency administrator or the board of an approved training school. No more than 4 (four) hours of firearms training is permitted as an elective subject. Career Development must enhance the officer's career in law enforcement based on current or possible future assignments.
- C. Officers are encouraged to seek the training courses in which they wish to specialize or hone their skills. This can be done by reviewing the training information posted on the Training Board located in the Patrol Services Division as well as checking nationwide training through the Internet. Officers should make their preference of an MIR subject known to the Training Officer through proper channels at the earliest possible convenience. This request is honored to the extent possible, after reviewing the value of the course as it relates to the officer's duties and responsibilities and may be dependent on course space availability.

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- D. Officers should review the Career Development Program (see General Order 3-14) to aid them in making choices for elective courses.

**IV. Roll Call Training**

- A. Roll Call training is a supplement to other training. The goal of roll call training is to keep officers up to date between the more formal classroom retraining sessions.
- B. Roll Call training is normally presented by Sergeants, the Training Officer, or by other instructors scheduled by the Training Officer.
- C. Training sessions are of indeterminate length, but normally less than one hour.
- D. Topics for roll call training should include those found in Section I, E, of this General Order and a periodic review of the training bulletins listed in Section I, I.
- E. Following Roll Call training, Sergeants forward documentation of the training to the Training Officer, and provide him with evaluation and feedback concerning any outside instructors.
- F. Officers from sections other than patrol may be required to attend selected Roll Call training sessions.

**V. Specialized Training**

- A. Officers assigned to specialized sections, assignments and units as well as sworn or non-sworn management positions should successfully complete specialized or on-the job-training prescribed for the position or job description as soon as practicable after assignment or promotion or prior to assignment or promotion, when possible. Requirements for specialized training may also be found in the Department Career Development Program.
- B. The specialized training program includes:
  - 1. Development / enhancement of the necessary skills, knowledge and abilities needed as a member of the section or unit. Sworn and non-sworn members receiving this type of training include the following:
    - a. Field Training Officers
    - b. Intoxilyzer 5000 Operators
    - c. Evidence Technicians, Forensic Evidence Technicians, Accident Investigators and Reconstructionists
    - d. Specialty units including the following:
      - 1) Emergency Services Unit (ESU)
      - 2) Crisis Negotiation Team (CNT)
      - 3) Civil Disturbance Unit (CDU)
      - 4) Honor Guard
      - 5) Bicycle Unit
      - 6) SCUBA
    - e. Detectives according to their assignment
    - f. Motor Carrier Safety Inspectors
    - g. Motorcycle Officers
    - h. K-9 Units
    - i. Emergency Communications Specialists
    - j. Records Personnel
    - k. Crime Analysts
    - l. Property/Evidence Technicians
    - m. Fiscal Technicians
    - n. Police Department CALEA Coordinator
    - o. Administrative Associates
    - p. School Resource Officers
    - q. Crime Prevention Specialists
    - r. Instructors – Academy, Firearms, Defensive Tactics, General, Driving, LIDAR/Radar, Special Expertise
    - s. Animal Control Officers

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- t. Community Liaison/Parking Enforcement/Crossing Guards (Training may be provided as needed and available)
- u. Special Problems Unit officers
- 2. Supervised on-the-job-training is provided to all of the categories listed above as well as at all levels of newly promoted supervisors; both sworn and non-sworn. .
- 3. Management, administration, supervision, personnel policies, and support services of the function or component. This training is provided in-house as supervised on-the-job training as well as in select courses chosen by and for the newly promoted sworn and non-sworn supervisor.

**VI. Advanced Promotional Training**

- A. Command and senior level supervisors receive advanced training that is geared toward the executive development of those officials.
- B. Advanced training includes FBI National Academy, Virginia Police Chief’s Foundation (VPCF) and the International Association of Chiefs of Police (IACP) sponsored executive level training programs.

**VII. Educational Assistance**

- A. The Department encourages officers to achieve a minimum of a bachelor's degree from an accredited college or university by taking advantage of the City's Educational Assistance Program. Tuition reimbursement is available through the City. Information is available through the City’s Human Resources Department, the intranet website and the City Employee Handbook.
- B. The department’s Career Development Program requires continuing education at certain levels of career development as specified in General Order 3-14, Career Development.

**VIII. Reimbursement for Training Expenses Paid by Employee**

- A. Department employees will be reimbursed for any allowable expenses incurred for authorized training in which the employee is required to pay for mileage, tuition, materials, registration, travel, lodging, as long as such expenditures are in accordance with the City Employee Handbook Travel policy.
- B. Such reimbursement must be approved through the employee’s chain of command and can generally be avoided through the use of a department issued credit card.

**IX. Attendance Requirements for Department Authorized Training**

- A. All scheduled and authorized department training is a duty assignment. Attendance at department authorized training shall be mandatory for all assigned members.
- B. Any changes in training schedules, accommodations, travel arrangements or related matters shall be directed through the member's chain of command to the 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.
- C. 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. Officers are also required to receive 8 hours of defensive tactics each year which is normally completed within the Department.
- D. Members assigned to in-service training shall report to the host training site or Academy no later than the assigned starting time for the class that they are attending as specified in the training materials.
- E. 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 the host training site or academy.

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- F. Any absence from assigned training that is not made up prior to completion of the training shall also be reported by the employee to his supervisor.
- G. Members provide a copy of their training certificate or notice of completion to the Training Officer for inclusion in the employee's training file. It is the employee's responsibility to make this documentation available so that accurate and complete records can be maintained.

Attachments: N/A.

Index as: In-Service Training  
Annual Retraining.  
MIR  
Roll Call Training.  
Specialized Training.  
Educational Assistance.

References: N/A.