ADMINISTRATIVE MANUAL

ADM - 337 – MASTER POLICE OFFICER PROGRAM

Attachment A

Amends/Supersedes: ADM-337 Attachment A (12/21/2020) **Date of Issue:** 08/10/2026

MPO Complex Skill/Specialty Areas:

1. Officer must meet length of service, must have mastery level knowledge and demonstration of the complex skill area.
2. Proof of certification or licensing may be required for some skills. If the certification or license expires, or has any requirements to maintain those certifications, proof of renewed certification is also required.
3. When letters of good standing (a signed To/From) are required, the affected commander or supervisor will certify the officer's participation or use of their skill. The letter will be provided to the officer, upon request, for inclusion in their packet.
4. The Chief of Police may consider additional skill areas on a case by case basis.

Skill/Specialty	**Requirements**
Tactical Team	Successful completion of the tactical operator school, or an approved equivalent. Must be an active team member and provide a letter of good standing from the team commander or designee.
Crisis Negotiator	Successful completion of crisis negotiation school, or an approved equivalent. Must be an active team member and provide a letter of good standing from the team commander or designee.
Crowd Management	Successful completion of crowd management training, or an approved equivalent. Must be an active team member and provide a letter of good standing from the team commander or designee.
Marine Unit	Successful completion of marine school, or an approved equivalent. Must be an active team member and provide a letter of good standing from the team commander or designee.
Critical Incident & Stress Management	Successful completion of CISM training, or an approved equivalent. Must be an active team member and provide a letter of good standing from the team commander or designee.
Crash Team	Successful completion of crash investigation course. To qualify for this specialty, at least Level I basic crash investigation course must be completed. Must be an active team member and provide a letter of good standing from the team commander or designee.
Drone Pilot	Successful completion of all certifications required by statute and the Drone Team SOP. Must be an active team member and provide a letter of good standing from the team commander or designee.

Drone as First Responder	Successful completion of all certifications and training required by statute and the Drone as First Responder SOP. Must be an active team member (either full or part-time) and provide a letter of good standing from Special Investigations Division Commander or designee.
Motor Carrier Level 1 or 2	Current certification is required. Must provide documentation that inspections were conducted during the year.
Polygraph Examiner	Current license is required. Polygraph examinations conducted for NNPD should be verified in a letter of good standing from either the Support Services Division Commander or designee (background polygraphs) or the Major Crimes Division Commander (investigative polygraphs).
Crime Prevention Specialist	Current Crime Prevention Specialist certification, through Virginia DCJS. A letter of good standing from the officer's commander, or designee, verifying that they have used their specialty for the department during the year.
Field Training Officer	Successful completion of the Field Training Officer school (initial or, if due for that year, the refresher course). The FTO's supervisor must verify that the officer served as a primary training officer for at least on trainee during the year.
Certified Court Expert	Must provide a copy of the certification letter.
General Instructor	Successful completion of general instructor school and/or any required refresher training necessary to maintain general instructor status. A letter of good standing from the Academy Director or designee, verifying that the officer has provided instruction or served as a subject matter expert contributing to the department's training program during the year. ***Active participation is required for use of general instructor as a specialty.***
Specialized Instructor	Successful completion of the specialty instructor school and/or any required refresher training necessary to maintain general instructor status. A letter of good standing from the Academy Director or designee, verifying that the officer has provided instruction or served as a subject matter expert contributing to the department's training program during the year. **NOTE:** Specialty instructorship does not need to be from DCJS, so long as the officer instructs on the specialty.
Canine Officer	Successful completion of all training required by the Canine Program SOP manual and state requirements. Be a current handler, with an assigned dog.
Motor Officer	Successful completion of all training required by the Police Motorcycle SOP manual. A letter of good standing from the Special Operations Division Commander or designee.