

CHARLOTTESVILLE POLICE DEPARTMENT



Note: This directive is for internal use only and does not enlarge an officer’s liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by the Charlottesville Police Department and then only in a non-judicial administrative setting.

Type of Directive: GENERAL ORDER	Number: 37-99
TRAINING - GENERAL	Date: December 11, 2019
VLEPSC Number: TRN.01.01, 02.01, 02.02, 02.03, 03.01, 03.02, and 04.01	Manual Number: 513.05
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Authorization: Chief R.M. Brackney	Follow-up Date: As Needed

I. POLICY

The Charlottesville Police Department is committed to providing comprehensive instruction and performance-based training to all members on topics of law enforcement tactics and procedures, policy issues, legal procedures, oral and written communication, cultural diversity, human relations, and professional development. Each supervisor and commanding officer will assess the professional training and development needs of their subordinates and facilitate improvement opportunities.

II. PURPOSE

The purpose of this policy is to establish personnel development and training responsibilities for basic and recertification requirements. The policy also establishes administrative procedures for requesting, scheduling, attending and documenting training activities, as well as establishing performance-based standards of evaluations.

III. DEFINITIONS

- A. Intra-Department Training - Training that is usually coordinated through the Training Bureau supervisor to address issues of a special concern to the Department or to raise performance to a higher level of desired achievement. When practical the Training Bureau Supervisor or Officer shall apply for DCJS certification of the intra-department training.
- B. In-Service Training - DCJS mandates 40 hours of biyearly retraining in topic areas of legal issues, cultural diversity and career development for all sworn law enforcement officers. In-service training is approved and certified by DCJS.
- C. External Training - Training opportunities offered through other police agencies, training agencies or institutes that may be utilized to enhance individual development and to satisfy training or certification needs that are not available through the local criminal justice training academy. External training often may not be pre-approved or certified by DCJS.

IV. PROCEDURE

- A. The Department shall maintain membership in an approved criminal justice training academy. The training academy shall provide entry level, in-service and specialized training to address the needs of Department members to remain eligible for appointment and employment.
- B. New employees training - New employees of the Department shall participate in a post-employment orientation training session of City and Department personnel policies and procedures.
- C. Recruit Officer Training
 - 1. The Department will provide recruit sworn officers with post-employment orientation training that includes, but is not limited to, the standard operating procedure embodied in Department directives, tour of local criminal justice facilities, and firearms training.
 - 2. Recruit officers shall attend basic law enforcement entry level training at the Department's local Department of Criminal Justice Services approved regional law enforcement training academy.
 - 3. Recruit Officers will successfully complete the training academy's basic law enforcement entry-level curriculum in accordance with DCJS performance based training standards. The training academy's recruit training program shall include:
 - a. Compliance with the established DCJS Performance Outcomes for Compulsory Minimum Training for Law Enforcement Officers,
 - b. A curriculum that is based on tasks of the most frequent assignments of law enforcement officers.
 - c. Use of performance based evaluation techniques that are designed to measure competency in the required skills, knowledge and abilities
 - d. All applicable legal requirements that are relevant to the performance of duties.
 - 4. The recruit officer shall complete their entry-level training within twelve months of their initial employment date.
- D. All sworn members of the Department shall receive yearly intra-department training in:
 - 1. Firearms;
 - 2. Blood borne pathogens;
 - 3. Response to Resistance policy; and
 - 4. Defensive tactics, including handcuffing techniques, baton and chemical spray
- E. In-service training - Performance development is the responsibility of both the supervisor and the individual member of the Department. Each member of the

Department is expected to be aware of his/her certification expiration date and to stay current regarding the court decisions and law enforcement techniques that may affect their job performance.

1. All sworn police officers within the Department shall successfully complete DCJS mandated biennial training requirements of forty hours of in-service training, which shall include career development, two (2) hours of cultural diversity training and a minimum of four (4) hours of legal issues.
2. All sworn police officers within the Department shall be trained or at a minimum be provided information on newly enacted laws and revisions to laws relating to the agency's responsibilities
3. Supervisors have the responsibility to assess the training and development needs of their employees and to provide on-the-job instruction. They shall also facilitate the participation of employees in formal training opportunities.
4. DCJS approved/certified training will apply towards the DCJS law enforcement mandated biennial training requirement. The certified training may be taken at the local regional criminal justice training academy or any DCJS pre-approved training site.
5. In addition, DCJS certification approval training does not necessarily accompany all requested training. In those instances where the training is not pre-approved, DCJS training will be applied for. Upon successfully completing the training, application shall be made to DCJS by completing DCJS Form PIC-1 and forwarding the completed form with accompanying course description to include an hourly course breakdown and an instructor bio to the Training Bureau supervisor for review and action.

F. Specialized Training

Skill development shall be provided to all personnel whenever specific specialized needs are identified, changes in personnel assignments create specific functional training needs or when a member is promoted.

It shall be the responsibility of all specialized unit component commanders to require all sworn personnel assigned to engage in regular and on-going training and readiness exercises. The unit commander shall coordinate the regular and on-going training information with the Training Bureau supervisor for entry into personnel training records.

1. The following are identified as positions requiring specialized training:
 - a. First line supervisors
 - b. Mid-management
 - c. Command level personnel
 - d. Community Service Officers
 - e. Animal Control personnel
 - f. VCIN operators

- g. Breath Analysis operators
- h. Canine (K-9) personnel
- i. Child Abuse Investigators
- j. Crime Prevention officer
- k. Support Operations Bureau personnel
- l. Crime Scene Technicians
- m. School Crossing Guards
- n. Hostage Negotiation personnel
- o. Motorcycle and Bicycle Operators¹
- p. Speed measuring device operators (RADAR)
- q. SWAT personnel
- r. Investigations Bureau personnel
- s. Forensic Support Specialist
- t. Vice/narcotic personnel
- u. Any other personnel so designated by Division Commanders

2. The training provided to personnel assigned to specialized units shall include the following:

- a. Development of skills, knowledge, and abilities particular to the specialization.
- b. Management, administration, supervision, personnel policies, and support services of the unit.
- c. Performance standards of the unit
- d. Department policies, procedures, rules, and regulations specifically related to the specialization.
- e. Supervised on-the-job training

3. All of the training required by the previous section (2), except supervised on-the-job-training, shall be accomplished prior to the member becoming actively engaged in the specialized duties of the particular unit.

G. External Training

Any training that an employee desires to participate in shall require a Training Request and be forwarded through their chain of command for approval. This includes training that the employee is not seeking the department to fund. The Chief of Police will have the final approval of all training applied for.

¹ 04/19/00 – IV.F.1p) – Revised [Add/Delete]

Officers who attend department paid external training will be expected to teach the training to department personnel at the conclusion of the training. This is done in an effort to expand the training knowledge to other officers.

H. Civilian Training

1. It shall be the responsibility of the component commander to assure that civilian employees receive proper training, and where necessary obtain the required certification/re-certification to perform their respective job tasks. The training, when possible, should be planned and conducted on the command level and shall be coordinated through the Training Bureau supervisor, who shall document the completed training in the member's training record.
2. All newly appointed civilian personnel shall receive the following training:
 - a. Orientation of the Department's role, purpose, goals, policies and procedures
 - b. Working conditions, rules and regulations
 - c. Responsibilities and rights of employees
3. Civilian positions requiring specialized training are identified as:
 - a. Management Services Supervisor
 - b. Police Records/Office Administrator
 - c. Forensic Support Specialist

I. Familiarization with the VLEPSC Accreditation Process

1. The Training Supervisor will ensure that all employees receive familiarization on the Virginia Law Enforcement Professional Standards Committee accreditation process. This familiarization will be provided to all newly hired personnel within a reasonable period after employment begins, to all personnel during the self-assessment stage of accreditation/re-accreditation, and to all employees just prior to any on-site assessment for accreditation/re-accreditation.
2. Familiarization with the accreditation process provided to the employees will include, at a minimum:
 - a. A history and background of the accreditation process and the Department's involvement in the process;
 - b. The actual accreditation process;
 - c. The goals and objectives of accreditation; and
 - d. Advantages of accreditation and its impact on the Department.

J. Documentation and Training Records Management

1. The Training Bureau supervisor shall maintain **all** job-related Department training records in accordance with DCJS requirements and the requirements established by the rules of the Virginia State Library and Archives – Records Retention. The training records shall include:

- a. The title of the training received;
 - b. Dates and hours of the training;
 - c. Identification of trainers or agencies presenting the course; and
 - d. Names of all agency personnel receiving the training
2. In addition, the Training Bureau shall keep record of the members of the Department who are DCJS certified instructors. The information will include name of the instructor, expiration of certification date, nature of certification (agency or academy) and the following type of certification:
- a. General Instructor;
 - b. Firearms Instructor;
 - c. Driver Training Instructor;
 - d. Defensive Tactics Instructor; and
 - e. Radar Instructor.
3. It shall be the responsibility of all members to forward a copy of any training certificate received for the successful completion of training to the Training Bureau supervisor. The copy shall be filed in the member's training record.
4. All members of the Department shall be entered into the computerized record keeping system and have a training file established wherein paper certificates, correspondence and other training matter can be placed.

K. Request for training opportunity

1. Members requesting to attend a training session shall complete a Training Request/Tracking Form and submit the completed form to their immediate supervisor for review and recommendation. The form shall contain:
 - a. a description of the training requested. The member requesting the training will attach the sponsor's training announcement to the Training Request/Tracking Form. The training announcement attachment will include a description of the training, training dates, training location and a telephone/fax number where the training sponsor can be contacted;
 - b. if the training is conducted by any law enforcement training academy, the member requesting to attend training shall fill out the corresponding academy's training registration and also attach a copy of that to their Training/Request Tracking Form;
 - c. a supervisors recommendation;
 - d. the number of hours of officer and/or replacement overtime involved in the an estimate of costs; and
 - e. shall be forwarded through the officers Chain of Command to the Training Bureau. The Training Bureau Supervisor will then register the Officer for

their approved training and notify the Officer, their Supervision and the Commonwealths Attorney's Office when registration process has been completed. All hotel accommodations and travel expenses will be handled by AP/AR/Payroll personnel.

2. Members requesting to attend specialized training costing in excess of \$2500.00 are required to sign a department contract. If a member fails to comply with the agreement stated in the contract and does not fulfill their contractual obligation they will be subject to reimburse the department up to the full amount of the cost of the specialized training.

3. Travel Advance Request/Travel Expense

a. Members requesting a travel expense advance shall complete the Travel Advance Request Form and submit the completed form, through the Training Bureau Supervisor, AP/AR/Payroll Personnel and the appropriate Division Commander for approval.

b. Receipts shall be kept for all travel advance expenditures and any out-of-pocket expenses. Members incurring travel expenses shall be governed by City of Charlottesville guidelines, which include forwarding a completed Travel Expense Form with expense receipts to the Accounts Payable/Receivable office within ten (10) days after the member returns to the City.

4. Mileage Reimbursement

a. Employees using their personal vehicles for transportation to and from a Department-approved training course shall be eligible to receive a per-mile reimbursement by the City at the current mileage rate, however, the employee must first contact the Logistics Unit to determine whether there are departmental vehicle(s) available for commuting and or carpooling of employees. Employees wishing to use their own vehicle must first receive authorization from their immediate supervisor.

b. Mileage will be calculated as any distance driven outside of an employee's normal commute to their regular work area. If the distance to the training site is less than they would normally drive to their regular work area, then no mileage reimbursement shall be provided.

c. A completed travel expense request must be provided to the AP/AR/Paroll Personnel at the conclusion of the training.

5. Travel Time Compensation

a. Any employee attending a Department-approved training course shall be eligible for travel time compensation under the following conditions:

i. An employee shall be compensated for time spent travelling to and from the site of the training course, where such travel time exceeds the employee's normal time spent commuting to and from work.

- ii. If overnight accommodations are provided at the City's expense, but the employee chooses to commute from home to the training site each day instead, then no travel time shall be compensated, other than time spent in the initial trip to the site on the first day, and the time spent on the return trip on the last day of the training.
- iii. Requests for travel time for training that is out-of-state or an extended distance must be approved on a case-by-case basis. Normally, when the department requires any such training, an employee will be compensated only for such travel time as falls within the employee's normal work schedule.

L. New or non-sanctioned law enforcement Techniques, practices or equipment applications

Members are prohibited from applying any law enforcement techniques, practices or equipment that have not been sanctioned or approved by the Department.

1. When a member, either through Department funded training or training/education at the member's expense learns or becomes aware of law enforcement techniques, practices or gains knowledge about equipment they feel will be beneficial to themselves or the Department, the member will obtain approval from the Chief of Police before employing such techniques, practices or application.
2. Requests for approval of techniques, practices or equipment will be forwarded to the Chief of Police through the member's chain-of-command.
 - a. requests shall contain a complete description of the technique, practice or equipment application
 - b. a description of the manner in which the requested activity or equipment would be employed and what benefit(s) it would have to the Department, it's members or the community at large.
 - c. Member should include any pertinent information, positive or negative, that he or she is aware of at the time of such request. Pertinent information will include, but not be limited to, studies, copies of related articles, manufacturer's product information, relevant court decisions, photos or videos.
3. The Chief of Police shall have sole approval authority for such requests and, if approved will determine the method and extent of implementation, e.g., General Order, Command SOP, Training, etc.

Note: Nothing in this directive is intended to discourage a member from seeking further education or training, or to stifle change within the Department. This directive is meant to encourage members to seek more training and education, and then share their newly acquired knowledge, skills and ideas. The Department recognizes that policy is ever changing. This directive establishes methods where

new skills and ideas can be evaluated and implemented through appropriate channels.

M. Appearance

1. Department personnel attending approved training will be appropriately attired to represent the Department in a positive way. Clothes shall be clean, neat, in good repair and properly fitted. Each member shall practice good personal hygiene. Appropriate attire includes:

- a. Duty uniform
- b. Utility uniform
- c. Business attire

2. Business attire may be defined as dress pants, shirt, tie, jacket (available) for men and slacks or dress suit, dress or skirt and blouse for women.

3. Acceptable casual business attire shall include open neck shirt with collar, such as golf or oxford shirt, slacks and shoes for men and women may wear casual slacks and blouses.

4. Gym or athletic wear will be appropriate only for those activities directly related to physical or tactical training.

5. Inappropriate attire includes, but is not limited to blue jeans, shorts, very short skirts, tee-shirts, tank tops, sweatshirts, open toe sandals, tennis shoes (unless authorized by the instructor for special reasons)

Note: The instructor must indicate a special dress code need in the lesson plan for inappropriate attire to be worn, e.g. physical activity to be performed, role play, etc.