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|  | Administrative General Order   | 3.01 Professional Development and Training   | PAGE 1 OF 7  |
|   | SUBJECT  |  | EFFECTIVE DATE   |
|   | <b>Virginia Beach Police Department General Order</b><br><b>Chapter 3 - Training</b> |  | <b>07/20/2015</b>  |
|   |  |  | ORIGINATOR/REVIEW<br>Professional Development & Training |
| DISTRIBUTION  | CALEA: 22.1.9, 33.1.1, 33.1.4, 33.1.5, 33.1.6, 33.1.7, 33.2.2                        |  |  |
| ALL   |  |  |  |
| BY THE AUTHORITY OF THE CHIEF OF POLICE:  |  |  |  |

**Purpose**

To establish the Virginia Beach Police Department Office of Professional Development and Training.

**Policy**

The success and effectiveness of the Virginia Beach Police Department is directly related to the talents of the people who work for the agency. The Office of Professional Development and Training is established to properly select sworn personnel and train sworn, civilian, and ancillary personnel to serve the community members of the city of Virginia Beach. The Office of Professional Development and Training is responsible for developing, coordinating and documenting all training and development efforts conducted by the Virginia Beach Police Department.

**Function (DCJS Academy Recertification Standards)**

The primary goal of the Office of Professional Development and Training is to identify, recruit and hire quality, criminal justice practitioners to meet the needs of our customers, officers and citizens. The office is also charged with the delivery of relevant, up-to-date training in the areas of entry-level, in-service or specialty curriculum with a focus on leadership development. The office strives to ensure that department personnel are prepared both mentally and physically to face their work related challenges. Further goals and objectives are discussed in a three-year plan that is approved by the Chief of Police and is accessible on the Department’s Intranet. Professional Development and Training updates this report annually in accordance with DCJS standards.

**Facilities (CALEA 33.2.2)**

Staff assigned to the Law Enforcement Training Academy (LETA) located at 411 Integrity Way in Virginia Beach, Virginia conducts the primary responsibilities for the Office of Professional Development and Training. Staff members are also assigned to the Law Enforcement Training Center “Creeds” located at 1585 Campbell’s Landing Road, Virginia Beach and at 850 Puddin Ridge Road Moyock, North Carolina. Periodically and as necessary, the Office of Professional Development and Training may schedule and conduct classes in facilities other than these locations to address the specific needs of the topic of instruction (i.e. aquatic resources, specialized ranges).

Staff members will ensure that the classrooms at any of the above locations are of the size, type and occupancy requirements set within the standards issued by the Virginia Department of Criminal Justice Services (DCJS). DCJS periodically inspects and certifies LETA as a Criminal Justice Training Academy with adequate office space for instructors, administrators and support personnel, and a resident library

**Recruitment**

The Office of Professional Development and Training with the assistance of Human Resources is responsible for recruiting applicants for sworn positions within the Virginia Beach Police Department. Recruiting efforts will be in accordance with General Order 2.03 (Recruiting,) and the Virginia Beach Police Department Recruiting Plan.

**Selection**

The Office of Professional Development and Training with the assistance of the City of Virginia Beach Department of Human Resources is responsible for developing, coordinating, and conducting testing to assess the abilities and potential of applicants to fill vacant sworn officer positions. The selection of applicants to fill sworn positions will be in accordance with General Order 2.04 (Selection,) and the Virginia Beach Police Department Hiring Practices and Guidelines Field Guide, which establishes the process utilized by the Virginia Beach Police Department.

**Training Committee (CALEA 33.1.1)**

The Office of Professional Development and Training hereby designates its Training Director (Lieutenant) to serve as Chairperson of the department's Training Committee. This Committee shall be charged with and have the authority to review and evaluate existing training programs (local/general, in-service, certification and specialty courses) as well as the needs assessment and development of new areas of instruction, which may arise in response to Supreme Court Decisions, Acts of the Virginia General Assembly, or to accommodate city or department needs. The training committee will meet at least once every three months at a time and place designated by the Chairperson.

The training committee will consist of one or two representative from each precinct/bureau. Members will be sworn police officers at the rank of Officer, Master Police Officer or Sergeant. There will be one representative each from E911 Emergency Communications Division, Human Resources and the Support Division. Each command's training lieutenant will also be a permanent member of the committee.

Commanding Officers from each organizational component shall designate their respective representatives. Designees should be appointed to this committee for 24 months with the understanding that Commanding Officers may change their representatives at any time by notifying the chairperson of the committee. In preparation for this meeting, committee members should review the performance feedback reports prepared in their commands to assist their decision-making. The committee chairperson shall review student evaluations, instructor recommendations, technological developments, department goals and administration concerns from others, including Command Staff. All recommendations from the committee shall be forwarded to the Commanding Officer of Professional Development and Training who shall review and incorporate the recommendations into the overall training curriculum as appropriate.

**Instructor Development (CALEA 33.3.1)**

All personnel assigned to the training function, and any instructor offering entry-level, in-service or other DCJS mandated courses of instruction are required to possess certification as a DCJS General Instructor. Said instructors will receive a minimum of two hours training every three years that includes information on the development of lesson plans and performance objectives, instructional techniques, testing and evaluation techniques and resource availability/use. The training is geared, to meet specific needs as determined by student evaluations, technological developments, Training Committee goals and/or administrative concerns.

The Commanding Officer of Professional Development and Training and/or his designee, reserve the discretion and authority to rescind or suspend an instructor's status or use, based on a variety of issues such as, but not limited to: staffing concerns, performance issues, inappropriate comments or behavior and disciplinary action.

#### **Lesson Plans (CALEA 33.1.4)**

Lesson plans will be developed and maintained for every class conducted by members of the Virginia Beach Police Department. Development of a lesson plan will be the responsibility of the primary instructor for each individual course. All lesson plans will be submitted through the primary instructor's Training Lieutenant to the Training Director for approval.

All lesson plans for entry level and specialized training will be reviewed, updated as required and approved by the Training Director prior to the date of training. In-service lesson plans will be developed and submitted for approval to the Training Director no later than 15 days prior to the commencement of the annual in-service classes taught in the following year. It is the responsibility of the primary instructor for each class to review the lesson plan for a class prior to teaching the class and to update as necessary.

The Training Director may identify a lesson plan as no longer required. Lesson plans so classified will be placed in an inactive file and will not be reviewed or updated. In-service lesson plans will be automatically classified as no longer required at the end of the year in which those classes are taught.

All instruction conducted by any member of the Virginia Beach Police Department will be developed, planned, and implemented in accordance with CALEA Standards, DCJS objectives and the Virginia Beach Police Department Instructor's Field Guide. The department's Core Values shall be incorporated, in whole or in part, into each lesson plan where appropriate and/or applicable. The Virginia Beach Police Department Instructor's Field Guide contains a format for all lesson plans, which can be found on the department's Intranet. Lesson plans that meet CALEA and DCJS objectives are also required of nonresident instructors.

#### **Remedial Training (CALEA 33.1.5)**

The Virginia Beach Police Department recognizes that there will be occasions when individual employees require additional instruction in the form of remedial training. Training under this category may be required for any sworn, civilian or ancillary employee. The need for remedial training may originate from any of the below sources:

- Indicators specified in the department's Early Intervention System
- Observations from an individual's immediate supervisor
- Concerns of any Commanding Officer and/or his Training Lieutenant
- Office of Internal Affairs during the course of routine inspections
- Office of Internal Affairs in response to citizen complaints, internal investigations, inquiries or courtroom observations
- Professional Development and Training observations and review of specific courses

Any request for remedial training shall be made to the Training Director in the Office of Professional Development and Training for assessment and/or development and then presented to the Commanding Officer. If there is agreement among those involved that remedial training is required, then it will be developed by the individual instructor most responsible for the area of concern, in accordance with DCJS directives, and under the direction of the Training Lieutenant.

Certain remedial training, such as, in response to a failure to qualify with a department issued weapon must be provided. The Range Staff will provide up to 20 hours of remedial training following the date of the original inability to qualify. Remedial training of a more general nature should occur within 90 days of the recognized need as agreed upon by the requesting source and Professional Development and Training. Individuals who have been directed by their supervisors to attend remedial training and who do not successfully complete the full course of instruction are subject to disciplinary action.

### **Training Records Management (CALEA 33.1.6, 33.1.7)**

It's the responsibility of the Professional Development & Training Unit (PD&T) to maintain a record of each training class it conducts, to include the course content, names of attendees and performance of individual attendees as measured by tests, if administered.

Prior to instruction, the lesson plan for any instruction conducted for employees of the Virginia Beach Police Department will be submitted in electronic form. Electronic copies of lesson plans will be maintained in an electronic database or permanent electronic medium in accordance with record retention schedules established by the Library of Virginia.

Documentation of all members' training is maintained in Professional Development and Training and is currently recorded in Records Management Systems maintained by Professional Development and Training. These records are updated weekly and upon receipt of Training Record Reports ([PD-188](#)), Transfer Training Templates ([PD-194](#) or [PD-195](#)) or DCJS Form, Partial In-service Credit ([PIC-1](#)). This information is recorded in the records management system and includes the date of the training, the types of training received and attendance. Copies of certificates and evidence of test scores, if any, must also be submitted to Professional Development and Training for file maintenance.

All records maintained by Professional Development and Training shall meet, as a minimum, the standards set by the **Virginia State Library and Archives**.

Any employee may request their own training record from PDT staff. Any dissemination beyond the named employee must be routed in accordance with GO 4.01.

### **Deployment of Sworn Officers to Military Duty and Return to Duty (CALEA 22.1.9)**

All department members deploying to and returning to work following military service will comply with Human Resources Policy 3.09 (Military Leave Policy and Procedure) and this General Order.

Active Military Service of 1-30 Days:

If the employee served 30 consecutive days or less on active military duty, he/she will return to duty at their previously assigned command. His/her immediate supervisor, as well as the member, shall perform an assessment to check for missed training or qualification events. In this instance, the member's supervisor shall not complete a PD-194M (Military Reintegration Training Template). The employee will maintain possession of all his/her department issued gear including TASER, handgun, carbine and portable radio.

Active Military Service of 31 Days Or Greater In A Non-Combat Assignment (IN- or OUTCONUS):

### **Pre-service Phase (CALEA 22.1.9 A, B, C, D)**

The employee shall provide their immediate supervisor with written notification of their pending orders as soon as feasible. When in receipt of the orders from their branch of service, the employee shall provide a hard copy to their immediate supervisor. Upon notification by the deploying member, their supervisor shall

initiate a [PD-194M](#). When the pre-service section is complete, the supervisor will forward the PD-194M to the Transfer Training Template coordinator at PD&T.

The employee will notify all Virginia Beach Courts (GDC, Civil, J&DRC and Circuit) and the Office of the Commonwealth's Attorney of their future military commitment. They shall utilize form PD-022 (Court Unavailability Notice) for this notification. The employee's immediate supervisor shall ensure all unavailability dates are noted in the iPOAD system.

Department member shall notify PD&T of their pending military duty. PD&T shall perform an assessment of the member's certifications and scheduled annual training. Member will attend their scheduled training prior to their military service commensurate with their deployment schedule. An attempt will be made by PD&T to reschedule the remainder of the member's training to a date prior to their deployment.

Prior to their military service, members should contact the following city offices: Human Resources to ensure compliance with HR Policy 3.09/Military Leave, Police Payroll, Consolidated Benefits Office, Deferred Compensation representative and the Finance Division. The employee shall then meet with the Chief of Police or designee, during out processing, for an exit interview.

Each command shall designate a military liaison for each member leaving the department on military service exceeding 31 days. The appointed liaison will be the administrative supervisor of the departing employee. The liaison will be responsible for maintaining contact with the member and his/her immediate family. The department assigned liaison officer will meet with the member and his/her family to exchange contact information and any pertinent data prior to the commencement of military service. The liaison officer will provide departmental and other resource information to the member and his/her family.

On the final day of work prior to their military service, the member shall return the following issued equipment to Uniform and Supply: carbine, handgun, Taser, ballistic vest and portable radio. Uniform and Supply shall inventory all items returned, package and label the equipment with the officer's name, and provide a suitable storage location for the equipment. Firearms will be stored in the weapons storage vaults in Property and Evidence.

### **Service Phase (CALEA 22.1.9 G)**

During this phase, the liaison officer will maintain contact with the member as set forth hereafter. The liaison officer will ensure the member is made aware of any significant departmental events, to include but not limited to the following: **promotional exams, shift bid assignments, transfer opportunities, etc.** The department shall extend a reasonable effort toward a member on extended military duty to allow participation in the above noted and similar events.

The liaison officer will maintain communication with the member's family. He/she will contact the family monthly during the member's military commitment. The liaison officer should be cognizant of any noteworthy events/dates during the member's military service time. The liaison officer will ensure the member's family has access to departmental resources. He/she will assist the family in regard to available military resources.

The liaison officer will provide support to the family through existing literature and other media. This support will assist the family in understanding the challenges of acclimating into civilian society for the returning service member. For official business purposes, the liaison officer shall be the city's representative between service member or his/her family member(s) and other departmental personnel.

The liaison officer will notify the member's command and PD&T of his/her projected return date.

**Post Service (CALEA 22.1.9 E, F)**

Upon completion of their period of military service, department members shall report back to work or submit a written request for re-employment in accordance with Human Resources Policy 3.09. The employee will then be in-processed to include an interview with the Chief of Police or designee.

Upon notification by the first line supervisor or liaison officer of the deployed member's return from military service, the transfer training template coordinator will reactive the member's PD-194M . PD&T and the member's parent command shall be jointly responsible for the post service portion of the PD-194M. After the member is returned to full duty at their parent command, the member's supervisor will forward the PD-194M to PD&T for inclusion in the member's permanent training file.

Members returning to work following the above military duty period shall be assigned to the Professional Development and Training command for a minimum of 40 work hours. The minimum hours requirement may be extended as necessary to allow the member a smooth transition back to their police duties.

Professional Development and Training shall conduct a post deployment assessment of the member's Department of Criminal Justice Services' certifications and training requirements. This assessment shall include, but is not limited to, the following:

- Driver Training
- Firearms
- VCIN
- Defensive Tactics
- In-Service
- Missed Muster Training
- New Policies and Procedures
- Any Other Specialized Training Requested by the Employee

While assigned to PD&T, members will contact, if necessary, the departments listed in the pre-service phase to reestablish or change their benefits.

Members shall be returned to work when, and if, they have completed required training and recertification.

The member shall be transferred back to their parent command. The returnee shall be under the direction of a Police Training Officer for a minimum of 40 work hours. The member's assigned duty hours may be extended to accommodate the training needs of the returning employee. The PTO shall complete a memorandum about the training status of the returning employee. The PTO may address any area of training but shall make specific statements concerning communications and driving skills. The PTO's memo will be forward through their chain of command to PD&T and filed in the member's permanent training file. A supervisory member of PD&T shall conduct a follow up review of the training process for all returning military members.

**Active Military Service of 31 Days Or Greater In A Combat Assignment OUTCONUS:**

Police department members deploying to and returning from an overseas combat area and their commands shall follow all the processes and procedures from the above section of this general order.

In addition, the following requirements are mandated:

- The minimum time assigned to PD&T will increase to 80 hours.

- The returning member may avail themselves of any or all of resources listed on page seven of this document.

### **Department Resources Available to Veterans**

Employee Assistance Program  
Crisis Intervention Team  
Peer Counseling  
City Wellness Program  
VBPD Chaplain Program  
City's Military Leave Policy and Procedure (3.09)

### **Non-Department Resources Available to Veterans**

A mental wellness resource for service members, veterans, and their families:

<http://www.afterthedeployment.org>

Department of Veterans Affairs Home Page:

<http://www.va.gov>

Center for Minority Veterans:

<http://www1.va.gov/centerforminorityveterans>

Center for Women Veterans:

<http://www1.va.gov/womenvet>

Directory of Veterans Service Organizations:

<http://www1.va.gov/vso/index.cfm?template=view>

Establishing Combat Veteran Eligibility:

[http://www1.va.gov/vhapublications/ViewPublication.asp?pub\\_ID=315](http://www1.va.gov/vhapublications/ViewPublication.asp?pub_ID=315)

Federal Benefits for Veterans and Dependents: <http://www1.va.gov/opa/vadocs/fedben.pdf>

[http://www1.va.gov/opa/vadocs/current\\_benefits.htm](http://www1.va.gov/opa/vadocs/current_benefits.htm)

Mental Health Program Guidelines:

[http://www1.va.gov/vhapublications/ViewPublication.asp?pub\\_ID=1094](http://www1.va.gov/vhapublications/ViewPublication.asp?pub_ID=1094)

VA Best Practice Manual for Posttraumatic Stress Disorder (PTSD):

<http://www.avapl.org/pub/PTSD%20Manual%20final%206.pdf>