

	Administrative General Order	3.02 Virginia Beach Police Academy	PAGE 1 OF 2
	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department General Order Chapter 3 - Training		07/13/2015
			ORIGINATOR/REVIEW Professional Development & Training
DISTRIBUTION	CALEA: 33.2.1, 33.4.1, 33.4.2		
ALL			
BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>James A. Coonan</i>	

Purpose

To establish the Virginia Beach Police Department Police Academy.

Policy

Professional Development & Training of the Virginia Beach Police Department will operate the Virginia Beach Police Academy. The Virginia Beach Police Academy will provide basic police training to police officer recruits in accordance with the standards and requirements of the Virginia Department of Criminal Justice Services.

Academy Administration (CALEA 33.2.1 A, B, C, D)

The Training Director will be responsible for promulgating an Academy Manual. This Academy Manual will address as a minimum:

- A statement of the Academy's goals and responsibilities.
- The organization and staffing of the Academy.
- The Academy's administrative and operational procedures.

The Academy Manual will be available for inspection in the Professional Development & Training office. The Training Director will be responsible for ensuring that the Academy Manual is kept current by conducting or delegating a documented review of the manual annually.

Academy Facilities

Professional Development & Training of the Virginia Beach Police Department shall maintain adequate physical facilities to enable it to conduct education and training. The Academy Manual shall identify the facilities owned or used by the Virginia Beach Police Department for education and training. Any facility used by the Virginia Beach Police Department for education or training shall:

- Have adequate space consistent with the curriculum being taught.
- Have adequate space for instructors, administrators, and support personnel.
- Have adequate facilities for physical training if that is conducted at that particular facility.
- A library (computer/internet access) which would be needed by instructors and students to conduct the particular education or training conducted at that facility.

Employee Orientation Handbook (CALEA 33.4.2. C)

Each recruit will be provided a Recruit Handbook. This handbook will contain at a minimum:

- The Virginia Beach Police Department's Mission statement.
- The Virginia Beach Police Department's Values statement.
- Professional Development & Training Mission, Vision, and Goals statements.
- The Virginia Beach Police Department's Discrimination and Harassment Policy.
- Recruit Academy grooming policy.
- Recruit Academy Rules and Regulations.
- The Academy academic grading system.
- The Academy physical fitness assessment system.
- The Academy skills proficiency assessment system.
- The Academy termination policy.
- Driver training Rules and Regulations.
- Firearms Rules and Regulations.
- Use of Force Policy.
- Academy schedule.

Requirements to be met prior to assuming enforcement authority (CALEA 33.4.1)

All personnel will successfully complete a recruit-training program prior to assuming enforcement authority with the Virginia Beach Police Department. Enforcement authority is defined as authority to make arrests or carry a weapon as a representative of the Virginia Beach Police Department. This directive in no way prohibits the exercise of any right, privilege, or authority as provided by law for any citizen in the Commonwealth of Virginia or any other state or territory of the United States.

Recruit Training (CALEA 33.4.2)

The Virginia Beach Police Department's recruit training program curriculum will be designed to develop the knowledge, skills, and abilities identified in the Police Officer job description, which are applicable to a Police Officer assigned to the patrol function. The recruit curriculum will include methods to conduct criterion-referenced evaluations of student competency in the knowledge, skills, and abilities identified as performance outcomes and objectives for the training.