

	Administrative General Order	3.04 In-Service Training	PAGE 1 OF 2
	SUBJECT		EFFECTIVE DATE
	<b>Virginia Beach Police Department General Order</b> <b>Chapter 3 - Training</b>		<b>06/22/2018</b>
			ORIGINATOR/REVIEW Professional Development & Training
DISTRIBUTION	CALEA: 1.1.2, 33.1.2, 33.1.3, 33.5.1, 33.5.2		
ALL			
BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>James A. Curran</i>	

**Purpose**

To establish In-Service Training for employees of the Virginia Beach Police Department

**Policy (CALEA 33.5.1)**

Every person employed as a Virginia Beach Police Officer (duties defined by Virginia Code 9.1-101) shall, at a minimum, attend annual in-service training, which meets or exceeds the compulsory in-service training standards as set forth in Department of Criminal Justice Services standards.

Every sworn Virginia Beach Police Officer shall, at a minimum, also meet the requirements of the Department of Criminal Justice Services as pertaining to the time requirement for completion of training, how compulsory in-service training standards may be obtained, requirements for in-service training, testing and grading, firearms training, and failure to comply with rules and regulations.

**Legal Training (CALEA 33.5.1)**

Legal training will be provided to sworn members as a part of annual in-service training. Legal training bulletins documenting changes in the code of Virginia that affect law enforcement function will be distributed via PowerDMS and will be documented and recorded by Professional Development and Training Unit throughout the year, as policies, procedures, and laws change.

**Ethics Training (CALEA 1.1.2)**

Ethics training will be provided to all members and volunteers both as a part of initial job training and as a part of in service training biennially. Such training shall be established and conducted by the Commanding Officer of Professional Development and Training or his or her designee and shall be specific to the roles of the sworn, ancillary, civilian, or volunteer members of the Department. Ethics training shall be documented, and may be delivered via classroom instruction, or through alternative methods of delivery.

**Training Attendance Required (CALEA 33.1.2)**

All participants scheduled for training will sign in and attend all hours of the scheduled in-service training. The training Lieutenant of any participant missing any part of training, as well as the employee who missed the training, will be contacted to reschedule by the training director, or his or her designee. In addition, PD & T will generate a blue team entry for missed training for appropriate action. This will not apply to employees who have prior approval from their training Lieutenant to miss training.

**Shift Briefing Training (CALEA 33.5.2)**

In order to supplement the in-service training that is offered by the department, Professional Development and Training will utilize PowerDMS via the internet to disseminate and track completion of approved lesson plans, bulletins, and muster training to department personnel. This method of instruction will serve as roll call training as personnel can complete prior, during, or after their tour of duty.

Roll call training is distinguished from informal subordinate development conducted by direct leaders at all levels. Direct leaders may conduct informal subordinate development during shift briefings. Informal subordinate development requires no lesson plan.

**Reimbursement for Outside Training (CALEA 33.1.3)**

Any member attending pre-approved training outside the venue of our department shall be reimbursed when authorized by the Chief or Deputy Chief, Support Division Manager or Captain and in accordance with General Order 4.03, Fiscal Management.