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|  | Administrative General Order   | 3.05 Specialized Training   | PAGE 1 OF 5       |
|   | SUBJECT  |   | EFFECTIVE DATE    |
|   | <b>Virginia Beach Police Department General Order</b><br><b>Chapter 3 - Training</b> |   | <b>09/02/2020</b> |
|   |  |   | ORIGINATOR/REVIEW |
| DISTRIBUTION  |  | CALEA: 33.5.3, 33.5.4, 33.6.1, 33.7.1, 33.7.2, 33.8.2                               |                   |
| ALL   |  |   |                   |
| BY THE AUTHORITY OF THE CHIEF OF POLICE:  |  |  |                   |

## Purpose

To develop, coordinate, and document specialized training throughout the Virginia Beach Police Department.

## Policy

It is the policy of the Virginia Beach Police Department that training will be provided that will enable its personnel to conduct any specialized functions needed to accomplish the Department's Mission or achieve its Vision. Training to develop specialized knowledge, skills, or abilities will also be provided as a component of the Department's career development program.

### **Developmental and/or Enhancement Training for Specialized Functions and Assignments (CALEA 33.6.1 A, B)**

The Commanding Officer of Professional Development and Training shall assume or delegate responsibility for developing, implementing, and documenting training for specialized functions and assignments. The Commanding Officer of Professional Development and Training may assume responsibility for conducting specialized training if that training is more appropriately developed, conducted, or documented in a centralized manner. The knowledge, skill, or ability to conduct a specialized function or specialized assignment will be developed with initial training and enhanced through additional training as deemed necessary by the Commanding Officer responsible for developing, conducting, and documenting that training.

The Commanding Officer of Professional Development and Training is responsible for developing, implementing, and documenting specialized training for functions or assignments shall ensure that training is delivered in the most practical manner. Specialized training may be delivered through classroom instruction, performance oriented training, supervised on-the-job training, or any appropriate combination of those methods.

The Commanding Officer of each organizational component of the Virginia Beach Police Department is responsible for conducting an annual audit of that component to determine what specialized functions are conducted. Each Commanding Officer will inform the Commanding Officer of Professional Development and Training of any specialized functions that are new to that command or are no longer conducted. Appendix A of this policy contains a matrix which identifies all specialized functions and positions, for which training is required, the Commanding Officer who is responsible for that training, and the method of training delivery.

### **Management of Specialized Functions and Positions**

As indicated in Appendix A, the Commanding Officer of Professional Development and Training shall be responsible for the administration of specialized functions within the Department. Specifically, The Commanding Officer of Professional Development and Training, or his/her designee shall be responsible for announcing available training, conducting the training, tracking recertification or retraining needs, announcing recertification or sustainment training, and maintaining an accurate record of all personnel capable of performing a specialized function. The management, supervision, and support services specific to a specialized function shall be the responsibility of the Commanding Officer of the commands utilizing those functions in the performance of duties.

The Commanding Officers of the organizational component utilizing specialized assignments shall be responsible for the management, supervision and support of those positions. Training for Specialized assignments will commonly be established and conducted by the Commanding Officer of the organizational component that supervises the assignment, under the approval of the Commanding Officer of Professional Development and Training, in accordance with General Order 3.01 (Professional Development and Training.)

Policies other than those contained in the Virginia Beach Police Department General Orders and Field Guides required for the administration of these positions shall be established in accordance with General Order 1.04 (Command and Direction.)

### **Civilian Training (CALEA 33.7.1, 33.7.2)**

All newly hired civilian and ancillary personnel shall attend New Member Orientation Training provided by the City of Virginia Beach Department of Human Resource as soon as practical, but within the first month of employment. Additionally, the Commanding Officer of Professional Development and Training shall provide Virginia Beach Police Department New Member Orientation Training to newly hired civilian and ancillary employees or employees who have transferred to the Virginia Beach Police Department from other city agencies within the first twelve months of employment.

All newly hired or appointed civilian personnel shall receive the following information:

- The Department's role, purpose, goals, mission, vision, policies, and procedures.
- Working conditions and regulations.
- Responsibilities and rights of employees.

To facilitate the development of the specific knowledge, skills, and abilities necessary to perform the responsibilities of the position to which the new employee is hired, the Commanding Officer of each organizational component is responsible for developing, implementing, and documenting initial entry-level training for civilian and ancillary positions. The strategy or plan for such training shall be developed by the Commanding Officer of the organizational component to which the position is assigned, and filed with Professional Development and Training. Depending on the complexity of the training required, the plan (content of the training) may be documented in a lesson plan format, on a Training Template – On the Job Training for Civilian Personnel (PD-195,) or a combination of both. Upon the execution of the training plan for newly hired employees, the training will be documented on a Training Template – On the Job Training for Civilian Personnel (PD-195) and filed with Professional Development and Training.

The Commanding Officer of Professional Development and Training shall provide in-service training for all civilian employees biennially.

**Accreditation Training (CALEA 33.5.3, 33.5.4)**

All Virginia Beach Police Department personnel will be provided familiarization training on the Department's participation in the CALEA Accreditation program. Familiarization training will be conducted:

- During a newly hired employees orientation period.
- During the Department's self-assessment phase.
- Just prior to initial on-site assessment for initial accreditation and each re-accreditation.

Accreditation familiarization training may be delivered by the training method deemed most practical by the Commanding Officer of Professional Development and Training. Accreditation training during the self-assessment phase and prior to re-accreditation visits will consist of:

- The history and background of accreditation.
- The Department's involvement in the process.
- The accreditation process.
- The goals and objectives of accreditation
- The advantages of accreditation.
- The impact of accreditation on the Department.
- The self-assessment process.

Training for newly appointed Accreditation Managers will be in accordance with the provisions for training of transferred personnel contained in this order. This training is required within the first year. Such training is intended to familiarize the manager with the accreditation process to include the standards manual, file maintenance, and panel review processes.

The Accreditation Manager shall be responsible for providing appropriate training to other agency personnel assigned to the accreditation process.

**Training for Newly Promoted Personnel (CALEA 33.8.2)**

The Commanding Officer of Professional Development and Training shall be responsible for developing, implementing, and documenting training for newly promoted personnel. The Commanding Officer of Professional Development and Training may delegate that responsibility to any Commanding Officer when the characteristics of those positions requiring promotional training in that organizational component are unique and when that training would best be developed, implemented, and documented by that Commanding Officer. The Commanding Officer of Professional Development and Training, or the Commanding Officer of the organizational component with the delegated responsibility for conducting training for newly promoted personnel, shall designate which training shall be conducted prior to promotion and which training may be conducted following promotion. Training that is conducted following promotion shall be completed before one year has elapsed from the date of promotion.

**Training for Transferred Personnel**

Each Commanding Officer shall be responsible for developing, implementing, and documenting training for transferred personnel. The training provided shall be designed to develop the knowledge, skills, and abilities needed to accomplish the Department's Mission and achieve its Vision. The training may be delivered through classroom instruction, performance oriented training, on-the-job training, or any

combination of those methods. Training for transferred personnel will consist of as a minimum the following information or actions by the transferred individual's new immediate supervisor:

- The Mission of the unit transferred into.
- The roles and responsibilities of personnel in the unit transferred into.
- An introduction of the individual to all personnel in the unit transferred into.
- Performance expectations (specific to the new position) of the transferred individual.
- The individual's assigned mentor.

The strategy or plan for such training shall be developed by the Commanding Officer of the organizational component to which the position is assigned, and filed with Professional Development and Training. Depending on the complexity of the training required, the plan (content of the training) may be documented in a lesson plan format, on a Training Template – Transfer of Employee (PD-194,) or a combination of both. Upon the execution of the training plan for newly transferred employees, the training will be documented on a Training Template – Transfer of Employee (PD-194) and filed with Professional Development and Training.

Transfer Training Templates are required for new Probationary Police Officers transferred from PD&T.

### **Documentation of Training**

All specialized training delineated in this general order, whether conducted by Professional Development and Training, or by another organizational component, will be documented and maintained by the Commanding Officer of Professional Development and Training in accordance with General Order 3.01, (Professional Development and Training.) It will be the responsibility of the employee receiving any training outside of the Virginia Beach Police Department to report such training to Professional Development and Training to ensure that the appropriate documentation is recorded.

**Appendix A – Specialized Function/Position Training Matrix**

| <b>Specialized Function</b>      | <b>Commanding Officer Responsible</b> | <b>Delivery Method</b> | <b>Sustainment/ Retraining Needed? Y/N</b> |
|----------------------------------|---------------------------------------|------------------------|--|
| ATV                              | PD & T                                | Classroom/POT          | N  |
| Breathalyzer*                    | PD & T                                | Classroom/POT          | Y  |
| Crime Scene Processing           | PD & T                                | Classroom/POT          | N  |
| Defensive Tactics Instruction*   | PD & T                                | Classroom/POT          | Y  |
| Grenadier                        | PD & T                                | Classroom/POT          | Y  |
| Health and Wellness Instruction* | PD & T                                | Classroom/POT          | N  |
| In-Car Camera                    | PD & T                                | Classroom/POT          | N  |
| Mountain Bike                    | PD & T                                | Classroom/POT          | N  |
| Patrol Motor Cycle               | PD & T                                | Classroom/POT          | N  |
| Police Driving Instruction*      | PD & T                                | Classroom/POT          | Y  |
| Radar Operations                 | PD & T                                | Classroom/POT          | Y  |
| Crisis Intervention Team         | PD&T                                  | Classroom/POT          | N  |

\* Requires certification from training/licensing sources outside of the Virginia Beach Police Department.

| <b>Specialized Assignment</b>               | <b>Commanding Officer Responsible</b> | <b>Delivery Method</b> | <b>Sustainment/ Retraining Needed? Y/N</b> |
|---|---------------------------------------|------------------------|--|
| Helicopter Pilot*                           | Special Operations                    | Classroom/POT          | Y  |
| SWAT Officer                                | Special Operations                    | Classroom/POT          | Y  |
| Bomb Squad Officer*                         | Special Operations                    | Classroom/POT          | Y  |
| K-9 Officer                                 | Special Operations                    | Classroom/POT          | Y  |
| Mounted Officer                             | Special Operations                    | Classroom/POT          | Y  |
| Marine Patrol Officer/Dive Team*            | Special Operations                    | Classroom/POT          | N  |
| Motor Officer                               | Special Operations                    | Classroom/POT          | N  |
| Range Officer*                              | PD & T                                | Classroom/POT          | Y  |
| Crime Analyst                               | Detective Bureau                      | Classroom              | N  |
| Criminal Investigations Detective           | Detective Bureau                      | Classroom/POT          | N  |
| Community Engagement Officer                | Operations Division                   | Classroom/POT          | N  |
| Special Investigations Detective            | Special Investigations                | Classroom/POT          | N  |
| School Resource Officer                     | Operations Division                   | Classroom              | N  |
| Specialized Computer Crimes Investigations* | Special Investigations                | Classroom/POT          | N  |
| Traffic Fatality Investigator               | Special Operations                    | Classroom/POT          | N  |
| Commercial Vehicle Enforcement Officer      | Special Operations                    | Classroom/POT          | Y  |
| Police Training Officer                     | PD & T                                | Classroom/POT          | Y  |
| Accreditation Manager*                      | IA                                    | Classroom              | Y  |
| Accreditation Coordinator*                  | IA                                    | Classroom              | Y  |

\* Requires certification from training/licensing sources outside of the Virginia Beach Police Department.

POT: Performance Oriented Training