

# City of Virginia Beach Police Department

## Instructor's Field Guide



### **A Guide for Department Personnel**

- Course Development
- Standardized Lesson Plan Development
- Standardized Practical Exercise Development

*This Field Guide is Prepared and Updated by the Virginia Beach Professional Development and Training Unit, at the Direction of Deputy Chief Anthony Zucaro,*

*Under the Approval of the Chief of Police* \_\_\_\_\_

A handwritten signature in black ink, appearing to read "A. Zucaro", is written over a horizontal line.

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## **Preface**

The Virginia Beach Police Department Professional Development and Training Unit (PDT) conducts training in compliance with the State authorized certifying authority of Virginia Department of Criminal Justice Services, Department General Orders, and Bureau Orders. Furthermore, PDT seeks to develop and deliver instruction in accordance with accepted academic standards for higher education institutions. This Field Guide seeks to provide general guidance as to the process for proposing and developing training in compliance with applicable agencies. For additional information or assistance, contact the PDT Training Director.

## **Purpose**

The purpose of this Field Guide is to provide clarification and a path to becoming a General Instructor and a Specialty Instructor certified through the Department of Criminal Justice Services. This clarification includes the different types of instructors recognized by DCJS and what requirements an officer must meet in order to be considered for the position. This Field Guide also clarifies the department's standards when it comes to earning an instructorship and what requirements the officer will have in order to maintain the certification.

## Instructor Certification Requirements

The following are the Department of Criminal Justice Services administrative requirements identified in the administrative code 6 VAC 20-80-90 which outlines the regulations on how and who can become a General Instructor and a Specialty Instructor.

As defined in the administrative code, there are six (6) categories of instructor certifications.

1. Provisional
2. General Instructor
3. Firearms Specialty
4. Defensive Tactics Specialty
5. Driver Training Specialty
6. Speed Measurement Specialty

### Steps required to obtain instructorships are as follows:

1. Officers must have a minimum of a high school diploma or high school equivalency certificate (GED)
2. Individual officers must be employed as a sworn DCJS certified officer. Nonsworn employees may apply for a general instructor certification provided that they only conduct training in their particular areas of expertise (i.e. VCIN instructor)
3. Individual officers must have a minimum of two (2) year experience as a police officer or two (2) years of experience in the subject area the individual will instruct
4. Individual officers must complete an instructor development course
5. Individual officers must serve an apprenticeship no less than four (4) hours with a certified instructor with a minimum of three (3) years' experience as a certified instructor.
  - a. This must be completed within twelve (12) months of completion of the instructor development course
  - b. Each specialty instructorship will require the officer to serve a four (4) hour apprenticeship with an instructor with no less than three (3) years' experience in that particular specialty
6. Instructor status are only good for three (3) years, but may be renewed by attending an instructor recertification course
  - a. Instructor recertification will be a minimum of two (2) hours in length for each instructorship an officer has earned
7. General instructors are only allowed to instruct non-specialty courses
  - a. Firearms instructors are authorized to instruct mandated firearms training courses and to conduct annual firearms qualifications only
  - b. Defensive Tactics instructors are authorized to instruct mandated defensive tactics training courses only
  - c. Driver Training instructors are authorized to instruct driver training subjects only
  - d. Speed Measurement instructors are authorized to instruct speed measurement subjects only

- e. If a specialty instructor has one or more of the specialty instructorships or general instructor and has met the standards for other categories through mandated training and apprenticeships they are allowed to instruct those subjects as well.

## Instructor Recertification Process

In order to maintain an instructorship each officer must recertify prior to December 31<sup>st</sup> of every third year following your initial certification or recertification.

Each instructor must have taught a minimum of eight (8) hours of mandated training per instructorship from initial certification or recertification

Mandated training includes training which requires a DCJS certified instructor

Examples are:

- o Basic training, in-service training
  - Evaluation of performance testing may be counted toward instructor hours (facilitators)
  - Role playing CANNOT be counted towards instruction hours

In addition to basic and in-service training the following may be considered mandated training

- o Partial in-service training approved through DCJS
- o Annual firearms qualifications instruction
  - Lecture or classroom firearms instruction may be counted toward general instructorship hours
  - Range training may only be counted toward firearms instructorship hours

### Revocation or Suspension of Instructor Privileges

The department may revoke or suspend any instructor certification if for any reason the training director or his designee believes the instructor has:

- Falsified any department report, application, form or roster
- Demonstrated instructional incompetence based on observation and assessment
- In any case whereby an instructor receives any discipline of a written reprimand or greater or the instructor has demonstrated he/she is having performance issues in executing his/her primary mission, that instructor shall be suspended from teaching, facilitating, or role playing to department members any block of instruction for a period of six (6) months or more from the time of the administrative discipline. The instructor's parent command will be responsible for communicating to the training director that either a disciplinary or

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performance issue exists and will provide a recommendation to the training director as to the status of the instructor. The parent command will also be responsible for advising the instructor of the change in their status. The affected instructor will be responsible for contacting the training director after the suspension of his/her status has passed to request reinstatement

- Otherwise misused their authority

For more detailed information regarding DCJS instructor requirements and guidelines refer to Virginia administrative code or the DCJS training manual at [www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

## Lesson Plan Submission and Approval

### Lesson Plans (CALEA 33.1.4)

The Virginia Beach Police Department Training Academy is a DCJS certified independent academy. As such, PDT is subject to DCJS inspections to maintain that certification in accordance with state law. To facilitate professional processes, PDT has standardized lesson plan formatting, cover sheet information, and submission and retention policies to meet DCJS and CALEA objectives. As per the Criminal Justice Training Manual, *the academy shall require lesson plans for training courses in the approved lesson plan format and shall include a statement of performance objectives, references, resources, a detailed outline of the course content, instructional aids required, and any testing/ evaluation instruments. In the case of courses taught by contracted consultants or other outside instructors, only a course syllabus will be required.*

Lesson plans will be developed and maintained for every class delivered by DCJS General Instructors or subject matter experts (SME) of the Virginia Beach Police Department. Development of a lesson plan will be the responsibility of the primary instructor for each individual course, assisted by appropriate subject matter experts or co instructors. Lesson plans for DCJS credit will be developed, submitted through the primary instructor's Training Lieutenant, and then to the Training Director for **approval** at least 30 days prior to the delivery of instruction. All non DCJS credit courses will be submitted through the primary instructor's Training Lieutenant and then to the Training Director for **review and retention** at least 30 days prior to the delivery of instruction.

Lesson plans created by VBPD staff will be submitted in the format of PD-193, and with lesson plan cover page PD-192. Any instruction provided by external instructors will have a PD-192 completed by the submitting staff member prior to submission to the Training Director. Any waivers for the use of the PD-193 must be approved in advance by the Training Director.

Classifications are:

BAC Basic Academy  
INS In Service  
SPL Specialty  
CIV Civilian

An example of the naming convention for the 2013 General Instructor School would be

***2013 SPL General Instructor School*** for the folder, and the specific lesson plans within that folder would be ***2013 SPL GIS Prep and Use of Lesson Plans***.

Lesson plans will be submitted electronically to PDT via a lesson plan pending folder located on the intranet at W:\Departmental\Lesson Plan Pending Approval. All training materials, handouts, tests, will be included in the file/folder. The Training Director or designee will access the information and, if approved, save the files in a protected format to the Training Academy records.

Any deviations from the approved lesson plan during the instruction are to be documented by the instructor and also submitted at the conclusion of the class for record retention.



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

Professional Development & Training is responsible for maintaining a record of each training class conducted, to include the course content, the instructor, names of attendees and performance of individual attendees as measured by tests, if administered. Instructors are required to sign in on the training roster as the instructor in order to document hours provided. All training records maintained by PDT will adhere to the standards established by DCJS and the Virginia State Library and Archives, and be in compliance with General Orders 3.01, 4.01, and PDT Bureau orders.

Training records are updated weekly upon receipt of Training Record Reports ([PD-188](#)), Transfer Training Templates ([PD-194](#) or [PD-195](#)) or the DCJS Partial In-service Credit ([PIC-1](#)) form. This information is recorded in the ACETRACK training records management system, and includes the date of the training, the types of training received and attendance. Once entered, the 188 document will be noted as entered and then returned to the submitting officer. If certificates are awarded, they may be scanned and entered into employee's PISTOL record.

DCJS requires instructors to be evaluated. Instructor evaluations will be captured in or transferred to electronic format, and appended to the folder containing the cover sheet, lesson plan, and roster.

## Course Development

Courses consist of multiple lessons that work towards achieving a certification goal or an instructional transfer of knowledge. Instructional goals and courses that result in DCJS certification will be developed in accordance with the performance standards set forth by DCJS. Non DCJS course development will be done in conjunction with subject matter experts and appropriate City Attorney review.

Examples include:

### DCJS Certifications

- Probationary Police Officer
- Police Officer
- Radar Operator
- Breath Technician
- General Instructor
- Firearms Instructor
- Defensive Tactics Instructor
- Defensive Driving Instructor
- Radar Instructor
- Senior-Standardized Field Sobriety Testing Instructor
- Standardized Field Sobriety Testing Instructor

### Non DCJS Certifications

- Crisis Intervention Team
- SWAT Officer
- Hostage Negotiator
- Bomb Tech
- K9 Handler
- Helo Pilot
- Accident Investigator
- Police Training Officer
- VCIN/VCIN Operator/VCIN Instructor
- NIMS
- Community Engagement
- Polygraphist

### Non Certification Courses

- West Point Leadership - Leadership in Police Organizations
- New Sergeant Orientation
- Leadership Exchange and Development School (LEaDS)
- Sign Language

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## Standardized Lesson Plan Development

When a need for training is identified, it is strongly encouraged the Training Director is contacted to discuss the need and parameters of the proposal. Occasionally, the proposal may be substantively similar or in conflict with training already in place.

A PD192 Lesson Plan Cover Sheet is required on all lesson plans. The cover sheet provides critical information regarding DCJS performance objectives, CALEA standard references, author and submission information.

A lesson plan is a deliberate, structured process used to convey a specific knowledge or skill. Much like a search warrant affidavit, the lesson plan should be detailed and specific enough that it is self-supporting, detailed enough that non-author should be able to conduct the class. The lesson plan documents the goals of the class with specificity regarding training objectives, performance outcomes, criteria, prerequisites, and safety aspects of the lesson.

Lesson plans should be a blend between manuscript and outline, containing sufficient information to stand on its own while concise enough to be used during the presentation. Lesson plans are required to reference and link DCJS, CALEA, and/or Department mandates. The Criminal Justice Manual identifies specific objectives for Law Enforcement Training, and where applicable should always be primarily referenced. Performance objectives should be in **bolded** font **highlighted** throughout the lesson plan for easy identification in the event of an audit or legal review.

Power Point Presentations converted to outline and then copied to the PD193 format will not be accepted as a lesson plan unless updated with additional Instructor Notes and Actions. Multi Media Presentations **supplement** the lesson plan, but do not replace them.

### Lesson Plan Cover Sheet- PD 192

The Lesson Plan Cover Sheet (PD192) is required for lesson plans maintained by PDT. The PD192 will be completed by the submitting instructor. For external instructors who are providing training to VBPD staff, the PD192 will be completed by a PDT staff member.

**Instructors** should include the comprehensive list of persons able to teach the course by name as of the date the lesson plan is submitted. Some extremely basic courses may list General Instructor or Firearms Instructor as a general qualification, but specific instructors within that certification should be named. Specialized lesson plans may require a specific instructor drawn from a known cadre.

**Prepared By** is the person who is submitting the lesson plan. If the submitted lesson plan is a revised and updated version of a previous submission, then the original author/lesson plan should be cited in the reference section in addition to the other references. However, the person who is **submitting** the lesson plan assumes authorship responsibility for verifying the information contained in the lesson plan is current and accurate.

**Training Director Approved/Reviewed** will be completed by the PDT Training Director. GO 3.01 mandates all lesson plans will be submitted to PDT for record retention, and that PDT is the Custodian of Record for training. All DCJS credited lesson plans are required to be approved by the Training Director and submitted to DCJS 15 days in advance of lesson delivery. Non DCJS lesson plans will be reviewed for format compliance and retained, also to be done in advance of lesson delivery. No training will be credited in Acetrack unless the Training Director has verified a lesson plan is on file.

## **Lesson Plan PD-193**

The Lesson Plan PD-193 will be the document of record for the content and instructor actions in which instructional goals will be delineated and achieved. Similar to a search warrant affidavit, a lesson plan must be detailed enough to stand on its own without the use of any other instructional aids. The document must contain enough detail that it can be presented should the primary instructors become unavailable to teach, or the document be required for court review. DCJS objectives should be captured **word for word** in the instructor notes section, and the corresponding DCJS Performance Objective number should be bolded or highlighted in the parallel instructor actions section.

The PD193 is a two column table with the ability to add multiple rows. Instructor Actions are on the left side and Instructor Notes on the right. To keep the left and right side of the information in parallel, additional rows should be added as necessary so that additions and deletions throughout the document don't cause a misalignment. Multi-media presentations are training aids and are supplemental or subordinate to

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the lesson plan. Instructors utilizing PowerPoint or other multimedia presentation formats can document the content on the right side of the T bar to minimize duplication. Slide content in and of itself is not a lesson plan and will not be accepted as a lesson plan. A prepared instructional plan may be utilized in lieu of a PD193 in some instances. This training director will be responsible for this determination.

## **Standardized Scenario/Practical Exercise Development**

Scenario Based/Practical/Reality Based Training Exercises provide the student with an opportunity to demonstrate the integration of the training objectives into behavioral response. These exercises take place throughout the training process in order to allow the student the opportunity to practice and/or demonstrate a singular skill or a variety of skills in conditions that simulate job tasks. The training standards include the application of knowledge, skills, and abilities relevant to the situation presented by the scenario. Some DCJS objectives can only be assessed via scenario based training.

Scenario/Practical exercise development is to be done in conjunction with PDT staff. The parameters of the exercise will be in accordance with achieving specific performance objectives, and will be scripted out to include location, props, role player actions, and clearly identified control/safety instructor.

Student performance for core skill acquisition will be documented on department form PD-203. DCJS objectives will be utilized where available, and appropriate performance based objectives will be created when DCJS does not provide them.

## Evaluations

The DCJS Criminal Justice Manual articulates Requirements for Training Academy certification and recertification standards. These standards mandate the Academy establish quality control methods for ensuring adequate instruction, and require written evaluations be completed on students, instructors, and courses. Documentation is inspected as part of our Academy certification/recertification.

Student evaluations of both course and instructor will be distributed, reviewed by a PDT staff member, included in the file folder of the course, and forwarded to the instructor. Where appropriate, a PDT follow up on student complaints will be performed by the Training Director, and also documented in the course file folder/instructor folder.

## Responsibilities

### VBPD Instructor

Any member of the VBPD who is the lead instructor of any testing or training conducted at any VBPD site (LETA, Creeds, Academi, Special Operations, etc.) shall be responsible for ensuring that a safety plan is developed communicated to all other instructors, if applicable, and to all attendees of the testing or training. The lead instructor shall ensure that the safety plan is being followed at all times and will cease any training where there exists an obvious safety issue (e.g., a student not wearing eye protection on the firing line at the range) until the issue is corrected or otherwise appropriately resolved.

### VBPD Facilitator or Role Player

Facilitators and role players are instrumental in the delivery of instruction and often are in position to more quickly observe any safety issues occurring during testing or training; therefore, they bear the same responsibilities of the lead instructor in identifying and ceasing any training when a safety issue is observed until the issue can be corrected or otherwise appropriately resolved.

## **VBPD Student**

Every student has an obligation to immediately advise any instructor, facilitator, or role player of any safety concerns that they observe. Every student is empowered to call for a cessation of training when a safety issue is observed until the issue can be corrected or otherwise appropriately resolved.

## **Visiting Lead Instructor**

Every lead instructor who is conducting testing or training at any VBPD site (LETA, Creeds, Academi, Special Operations, etc.) shall be responsible for ensuring that a safety plan is developed and submitted to the Professional Development and Training staff at least 30 days prior to the testing or training being delivered. The instructor is also responsible for ensuring the safety plan is communicated to all other instructors, if applicable, and to all attendees of the testing or training, and is strictly followed.

All visiting instructors are required to sign an agreement that they will strictly follow and enforce the agreed upon safety plan.

Failure to provide a safety plan in accordance with this policy, sign the agreement, or enforce the safety plan will result in the training being terminated.

## **Visiting Students**

Every student attending instruction who is not a member of the VBPD shall be considered a visiting student. All visiting students will be required to sign a waiver holding the City of Virginia Beach harmless for any injury sustained during any training evolution.

Every student has an obligation to immediately advise any instructor, facilitator, or role player of any safety concerns that they observe. Every student is empowered to call for a cessation of training when a safety issue is observed until the issue can be corrected or otherwise appropriately resolved.

## **Medical Assistance and Staff Notification**

Any injury that occurs during training will be immediately reported to an instructor, facilitator, or role player so that the appropriate medical treatment can be administered by the staff in cases of very minor injuries or so that EMS can be notified to respond for injuries requiring their expertise.

All injuries will be reported by the instructor to a PD&T staff member so that all proper internal notifications can be made in a timely fashion. The PD&T staff will ensure that all reporting requirements are followed.

## **Waivers**

Waiver forms can be obtained from the director of training. All completed forms must be submitted to the director of training within seven (7) days of the completion of the course for which they were required.

By the dynamic nature of reality based training, all evolutions will commence with a mandatory safety briefing, to include a weapon check. All participants will confirm physical preparedness to participate at the beginning of the exercise, and will verify physical status at the conclusion of the exercise. It will be the instructor's responsibility to ensure first aid/AED or first responder equipment is available at the training site.

## **Safety Protocols**

Training that involves weapons or physical activity inherently carries some level of a risk of injury, and while it is impossible to remove all risks, those who are instructing, leading, or in some fashion overseeing any type of testing or training where these risks exist shall make reasonable efforts to ensure that the testing or training can be delivered in a safe manner. Because of the dynamic nature of reality-based training, all evolutions will commence with a mandatory safety briefing, to include a weapon check. All participants will confirm physical preparedness to participate at the beginning of the exercise, and will verify physical status at the conclusion of the exercise. It will be the instructor's responsibility to ensure first aid/AED or first responder equipment is available at the training site.



Whenever possible, training evolutions that involve weapons or physical activity will be videotaped.

## **Discipline**

In any case whereby an instructor receives any discipline greater than a written reprimand that instructor shall be suspended from teaching, facilitating, or role playing to department members any block of instruction for a period of six (6) months from the time of the administration of the discipline.

## **Additional Resources**

For questions, concerns, or additional resources, please contact the Training Director.