

	HARRISONBURG POLICE DEPARTMENT General Orders	Policy Number: 208
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A. POLICY AND PURPOSE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic. The Department shall administer a training program that will meet the standards of federal, state, local and the Virginia Department of Criminal Justice Services (DCJS) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

B. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this policy. Responsibility rests with the supervisor to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated. This directive is for internal use only and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

C. OBJECTIVES

The objectives of the training program are to:

- a. Ensure that training is based on a curriculum that includes the most frequent assignments and tasks of law enforcement activities and that appropriate evaluation techniques are used to measure competency of required skills, knowledge, and abilities.
- b. Enhance the level of law enforcement service to the public.
- c. Increase the technical expertise and overall effectiveness of department employees.
- d. Provide for continued professional development of department employees.

- e. Ensure compliance with DCJS rules and regulations concerning law enforcement training.

D. TRAINING PLAN

It is the responsibility of the Training Officer to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and department-required training is completed by all employees as needed or required. The training plan should include a systematic and detailed method for recording and logging of all training for all employees.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Officer shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and department-required, minimum-mandated training of officers and other employees.

The Training Officer will ensure that officers assigned to specialty positions, or officers that have or require specialized certifications or skills, receive, and maintain the requirements for such. If on-the-job training is also required, the Training Officer is responsible for coordination of the training and retention of all documentation.

a. GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations. Additional required training may be identified in individual policies.

(a) Federally mandated training:

1. National Incident Management System (NIMS) training

(b) State-mandated training for officers requires completion of [\(VA Code §9.1-102\)](#):

1. No less than 480 hours of academy training, within one year of their appointment, in the following areas [\(6 VAC 20-20-21; 6 VAC 20-20-40\)](#):

- (a) Professionalism
- (b) Legal
- (c) Communication
- (d) Patrol
- (e) Investigations
- (f) Defensive tactics and use of force
- (g) Weapons
- (h) Driver training

2. No less than 100 hours of field training within one year of their appointment [\(6 VAC 20-20-21; 6 VAC-20-20-40\)](#).

3. No less than 40 hours of in-service training biennially. Training shall consist of [\(6 VAC 20-30-30\)](#):

- (a) Two hours of cultural diversity training.

- (b) Four hours of legal training, which shall include training on new laws and revisions to existing laws that affect the department's responsibilities.
- (c) 34 hours of career development/elective training.

b. PROFESSIONAL STAFF

- a) All newly appointed non-sworn personnel will receive orientation training. This training will consist of an orientation to the Department and City, our agency role, purpose, goals, policy, procedures, working conditions and regulations, command structure, building, city government, duties/responsibilities and rights of their position.
- b) Professional Staff will receive on the job training for their specific position. This training will be conducted by a senior employee or a supervisor who is knowledgeable of the position.
- c) Professional Staff will attend any mandated State, City or specialized training required for their position, especially the:
 - 1. Animal Control Officer
 - 2. Records Specialists/Supervisor
 - 3. Major Crimes Unit Administrative Assistant

c. REMEDIAL TRAINING

- a. Upon the direction of a Division Commander and/or the Professional Standards Supervisor, the Professional Development Unit shall schedule training for those employees who:
 - 1. Consistently demonstrate a lack of skill, knowledge, or ability in job task performance, based on evaluation reports and recommendations by a supervisor.
 - 2. Have received a disciplinary action that may be corrected through supplemental training.
- b. Personnel scheduled for remedial training will be notified in writing by their Division Commander and/or the Professional Standards Supervisor. Upon completion of such training, evaluations of participants shall be forwarded to the Personnel Development Office.

d. SPECIALIZED TRAINING

- a. Specialized training is conducted:
 - 1. To prepare personnel for new assignments
 - 2. Upon assignment of personnel to specialized units
 - 3. In response to when a specialized need has developed
- b. Specialized Training shall include but not be limited to the following:
 - 1. Development and/or enhancement of the skills, knowledge, and abilities particular to the specialization.
 - 2. Performance standards of the function.
 - 3. The Department's policies, procedures, rules, and regulations specifically related to the function.
 - 4. Supervised on the job training.

e. COMMAND LEVEL TRAINING

- a. Advanced training is considered the type of training provided at the FBI Academy, the Southern Police Institute, Northwestern University Center for Public Safety, The Virginia Chief's Association, and the Senior Management Institute for Policing.
- b. This training is designed to improve the professional competence of officers who have demonstrated leadership capabilities.
- c. Criteria and conditions for consideration of this advanced training are:
 - 1. Be in a supervisory or command position.
 - 2. Approval of the Chief of Police.
- d. Training requirements to be satisfied by the advanced training should include:
 - 1. Management theory.
 - 2. Utilization of resources to their maximum efficiency.
 - 3. Supervisory techniques.
 - 4. Problem identification, evaluation and solving techniques.
- f. **SKILL DEVELOPMENT**
 - a. Supervisors will be provided skill development training through supervisory level courses.
 - b. All promoted personnel will receive specialty training in leadership, management techniques, performance evaluation, and skill development.
 - c. Personnel who elect to progress in non-supervisory positions (i.e., RUSH Drug Task Force, Investigator, etc.) will be provided skill development training that is applicable to the position.
 - d. Skill development training will be reviewed and modified as needed.

E. TRAINING COMMITTEE

The Training Officer may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

The Training Committee should be composed of at least three officers, with the senior ranking officer of the committee acting as the chairperson. Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Officer may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include, but are not limited to:

- a. Any incident involving the death or serious injury of an officer.
- b. Incidents involving a high risk of death, serious injury or civil liability.
- c. Incidents identified by the Department to determine possible training needs.

The Training Committee should convene on a regular basis, as determined by the Training Officer, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Officer. The recommendation should not identify specific facts of any incidents, such as identities of employees

involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Training Officer will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the available resources. Training recommendations as determined by the Training Officer shall be submitted to the command staff for review.

F. TRAINING ATTENDANCE

- a. All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:
 1. Court appearances.
 2. Previously approved vacation or time off.
 3. Illness or medical leave.
 4. Physical limitations preventing the member's participation.
 5. Emergency situations or department necessity.
- b. Any employee who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:
 1. Document his/her absence in a memorandum to his/her supervisor.
 2. Make arrangements through his/her supervisor or the Training Officer to attend the required training on an alternate date.

G. PROCEDURE

- a. Lesson Plans
 1. Police Department in-service training programs shall require lesson plans.
 2. In all training courses, lesson plans will be developed. These plans will include the following:
 - a. Guidelines and format for lesson plan development.
 - b. A statement of performance objectives.
 - c. Content of training and specification of the appropriate instructional technique, such as lecture, group discussion, panels or seminar.
 - d. Lesson plans will ensure that the subject to be covered is addressed completely and accurately and is properly sequenced with other training materials.
 - e. Instructors shall ensure that all periods of instruction are adequately covered by a lesson plan outline.
 - f. Lesson plans will be required of all Departmental and non-Departmental instructors.
 - g. Responsibility for proper lesson plan development rests with the Training Officer.
 - h. Lesson plans shall include, as applicable, statement of performance objectives, field experiences (operational experiences, observations), problem solving (as reviewed by the Training Officer), and simulations (case study and role play).
 - i. Lesson plans shall be submitted to the Training Officer prior to the training date. All lesson plans must be approved before training begins.
 - j. The Training Officer will be responsible for the approval of lesson plans. This process is to ensure that lesson plans are consistent with Departmental guidelines, policies, and procedures.

b. Testing Procedures

1. Formal classroom instruction may include written examination. Questions will be derived from instruction presented, shall have validity, and be job related.
2. The testing format may be a written exam or a performance exercise. Written exams can include multiple choice, true or false, fill in the blank or essay questions.
3. Personnel failing any written test shall be given additional training in areas of deficiency and retested.
4. Test development should be a cooperative effort between the instructor and the Training Officer. Final approval of all test questions and format will be the responsibility of the Training Officer.

H. TRAINING RECORDS

The Training Officer is responsible for the creation, filing and storage of all training records to include the type of training, dates/hours attended, instructor/location and employees attending. Training records shall be retained in accordance with the established records retention schedule. The Training Officer shall maintain records of training conducted by the Department to include:

- (a) Date, course title, content, and instructor
- (b) Lesson plan
- (c) Names of attendees
- (d) Hours of attendance at instruction
- (e) Individual results of any tests administered

I. TRAINING OFFICER

- a. The Chief of Police shall designate a Training Officer who is responsible for developing, reviewing, updating, and maintaining the department training plan so that required training is completed. The Training Officer should review the training plan annually.
- b. The Training Officer shall provide the DCJS with verification that officers have met minimum standards set forth in [VA Code §15.2-1705 \(VA Code §15.2-1706\)](#).
- c. The Training Officer is responsible for the selection of instructional staff for internal training programs. Instructors should possess demonstrated skill and knowledge in the topic they will instruct, as evidenced through their work, their formal training and previous instructing.
- d. Post training course evaluation:
 1. The Training Officer shall provide all personnel with a Training Program Evaluation Report form upon completion of any training course. These forms, when completed, shall be routed to the Training Officer.
 2. Copies of all evaluation reports shall be provided to the Training Committee for review.
- e. Personnel assigned as instructors for specific training will provide the instruction until the completion of the assignment. Training that needs to be repeated annually to ensure competency will necessitate continued training for the instructor.
- f. Outside resources for providing instruction are necessary to meet many specific training needs. The selection process for these instructors is based on their experience, reputation and instructional material supplied to the Training Officer. This material is not limited to, but should include a lesson plan listing:
 1. Training goals

2. Performance objectives
 3. Instrument for testing.
- g. The level of compensation for outside resources will be within the training budget and approved by the Chief of Police.

J. TRAINING REQUESTS

- a. All personnel, sworn and non-sworn, shall submit a training request through the proper channels prior to registering for any online, academy based, or specialized training courses.
- b. The following requirements must be met regarding requests, approval, and registration:
 1. A training request from is submitted to the employee's direct supervisor
 2. The supervisor will approve or deny the request after a review of the need for the type of training, cost, staffing, levels, etc.
 - a. For online training, only the immediate supervisor's signature is required
 3. If approved, the training request will be submitted to the employee's Division Commander for approval
 4. Should the training exceed \$1, 500 in total cost, the form shall also be submitted to the employee's Bureau Commander and the Department Head/Designee
 5. Once all required signatures are received, the training request, and all supplemental forms (i.e., travel forms, training descriptions) shall be submitted to the Department's Program Support Specialist for registration.
 - a. Personnel should not register themselves for any training without prior approval from their Bureau Commander and the Program Support Specialist.
 6. Upon completion of the training, employees shall complete the travel expense settlement form and submit it to their Division Commander for signature. This form will then be promptly submitted to the Department's Program Support Specialist with all receipts and supplemental documentation.
 - a. The travel expense settlement form is only required when the employee has travelled for training and is not to be used for online or academy courses.