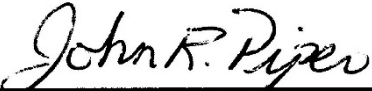




**WINCHESTER POLICE DEPARTMENT OPERATION ORDER**

**NOTE: This policy 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 case in an evidentiary sense, with respect to third party claims. Violation of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.**

<b>Number</b> 2-56		<b>Effective Date</b> July 1, 2009	<b>Review Date</b> August 20, 2018	<b>Reviewing Division</b> Administration
<b>Subject</b> <b>Training</b>		<input type="checkbox"/> New Policy  <input checked="" type="checkbox"/> Amends: II. G.2.i., K.  <input type="checkbox"/> Replaces:		<b>This policy shall apply to personnel assigned to the following divisions:</b>  <input checked="" type="checkbox"/> All Personnel  <input type="checkbox"/> Patrol Division  <input type="checkbox"/> Administration Division  <input type="checkbox"/> Investigation Division
<b>References</b>  VLEPSC: TRN 01.01, 02.01, 02.02, 02.03, 03.01, 03.02, 04.01  CALEA				
 <hr/> <b>Chief of Police or Designee</b>		<hr/> <b>August 23, 2018</b> <b>Date</b>		

**I. PURPOSE**

Law enforcement personnel in Virginia must complete certain minimum training Requirements specified by the Department of Criminal Justice Services (DCJS) to maintain certification. The purpose of this directive is to provide guidelines to ensure that personnel receive the training required.

**II. POLICY**

It shall be the policy of the Winchester Police Department to assist its personnel in their professional career development by supporting both mandatory and specialized training. The department shall allocate personnel the time necessary to accomplish this training. The Skyline Regional Criminal Justice Academy provides most of the training for the department. Additional specialized training in various areas of law enforcement and management is available.

**III. PROCEDURES**

**A. General**

Training is one of the most important responsibilities in any law enforcement agency. Furthermore, agencies are held legally accountable for the actions of their personnel and for failing to provide initial or remedial training. The Department recognizes the importance of training and is committed to providing the best training available to all personnel. Training serves three broad purposes:

1. Well trained personnel are prepared to act decisively and correctly in a broad spectrum of situations;
2. Training results in greater productivity and effectiveness; and

3. Training fosters cooperation and unity of purpose.

B. Training Records

1. The Office of the Chief of Police will maintain an inventory of the skill, knowledge, and abilities of each employee (training record information). This inventory shall be updated with new records as they are received from the employee. All personnel attending training shall copy all training certificates and forward the copy to the Administration Division.
2. The Office of the Chief of Police shall maintain, in each employee training file, training records for all job related training, in-house or not, which will include:
  - a. Title of training received;
  - b. Date of training and hours of attendance;
  - c. Identification of trainers or agencies presenting the course;
  - d. Copy of any certificate received; and
  - e. Names of all department personnel receiving the training.

C. Conduct

1. For the duration of basic, in-service, and specialized training, personnel will be assigned to the training facility as their work location and all rules and regulations and general orders of the Winchester Police Department shall apply. Proper conduct and dress is required while at the training facility.
2. Personnel shall successfully complete any mandated training. Absences and tardiness shall be considered unauthorized leave unless prior approval has been granted through the employees' immediate supervisor. The employee's supervisor shall report any absences from a scheduled training to the Administration Division.

D. Training Scheduling

Supervisors will ensure that training information is transmitted to their personnel in a timely manner. All training will be scheduled through the Office of the Chief of Police.

E. Basic Training

1. Law enforcement officers must successfully complete the law enforcement basic training academy.
2. The Office of the Chief of Police shall be responsible for scheduling and documenting any basic training needed for civilian personnel.
3. All newly appointed civilian personnel will receive the following training from the Office of the Chief of Police:
  - a. Orientation to the department's role, purpose, goals, policies, and procedures;
  - b. Working conditions and regulations; and

- c. Responsibilities and rights of employees.

F. In-Service Training

1. All sworn personnel of the Department will, biennially, as required by law, attend forty (40) hours of in-service training. Such instruction shall include four (4) hours of legal training, two (2) hours of cultural diversity training, and thirty-four (34) hours of career development training, totaling forty (40) hours. In-service training shall be completed every two (2) years, after graduation from the basic training.
2. Sworn personnel will receive annual training on the changes, revisions, or newly enacted laws relating to law enforcement.
3. Sworn personnel shall complete any other training required for DCJS law enforcement certification and training required by the department for sworn personnel.
4. The Department requires training either in-house or through an outside agency as needed for:
  - a. Supervision and management training, upon promotion;
  - b. Re-assignment training;
  - c. Policy and procedure training;
  - d. Weapons training and qualifications;
  - e. Required in-service training; and
  - f. Other training as deemed necessary.

G. Specialized Training and Re-assignment

1. Personnel performing in any type of function that requires specialized training will be trained so that they can develop or enhance the skills, knowledge, and their abilities in that particular function.
2. The training may be made available through courses offered at the regional training academy, outside of the regional training academy, approved online training or through supervised on the job training within the department.
3. All personnel shall submit a request to attend training to the Office of the Chief of Police through their chain of command. Personnel will complete the department training request form and submit the form to his or her supervisor for approval. The supervisor will then either approve or disapprove the training and send the training request form to their division captain. The division captain will further approve or disapprove the training and submit the training request form to the Deputy Chief for additional review and consideration. If final approval is granted, the Chief' administrative staff will enroll the employee in the requested training.
4. The following is a list of positions that will require functional reassignment or promotional training:
  - a. Promotion to supervisor;

- b. Detective;
  - c. School resource officer; and
  - d. Animal control officer.
5. The following is a list of functions that require specialized training:
- a. SWAT Team member;
  - b. Crisis Negotiation Team member;
  - c. Canine officer;
  - d. Bicycle patrol officer;
  - e. Crime prevention officer;
  - f. Field training officer;
  - g. Advanced traffic crash investigations; and
  - h. General or specialized instructors.
  - i. Other functions as deemed necessary

H. Department of Criminal Justice Services (DCJS) Credit Courses

1. On occasion, the Department may sponsor DCJS credited training at the Timbrook Public Safety Center. The DCJS requires performance based training. This method of training involves the development of performance objectives.
2. The use of performance objectives acquaints the training participant with the information they are required to comprehend, the skills that must be demonstrated, and the circumstances under which the expertise will be used. This approach also enables the instructors to relate training directly to the expected job performance. An employee who develops an outline for instruction of a topic for DCJS credit must develop objectives which:
  - a. Focus on the elements of the job task analysis for which training is needed;
  - b. Provide clear statements of what is to be learned;
  - c. Provide the basis for evaluating the participants; and
  - d. Provide the basis for evaluating the effectiveness of the training program.
3. Lesson plans are required for all training courses that will receive DCJS credit conducted or sponsored by the department. It is the responsibility of the individual instructor, whether department personnel or non-department personnel, to provide the Chief of Police or his/her designee, with a copy of the lesson plan for DCJS approval before each class. The lesson plan should include:

- a. A statement of performance objectives;
- b. The content of the training;
- c. Relationships to job tasks;
- d. Responsibilities of the participants for the material taught; and
- e. Plans for evaluation of the participants and instructors.

I. Supervised On the Job Training

1. Supervisors may provide on the job training through review of the department's rules and regulations and general orders manual.
2. Supervisors may provide on the job training by providing immediate feedback on the officer's performance.
3. Personnel assigned to particular positions may receive supervised on the job training.
4. Supervised on the job training will be required for essential topics that are deemed necessary by the Chief of Police, DCJS, or the Commonwealth of Virginia such as firearms, use of force, etc.
5. Remedial training may be assigned as a result of discipline or counseling. Remedial training is directed at solving or curing a particular problem or improving performance in a particular area, within a designated time and with clearly defined expected results.

J. Civilian Employee Training

1. Civilian employees are not required to have pre-service training before assuming employment with the department. However, the City of Winchester does mandate certain courses, which employees must complete.
2. Civilian employees are hired with the knowledge and the ability to use computer systems and software. Civilian employees may receive additional training on the department's software, if needed, and will receive training on any newly acquired software. Selected civilian employees will be Virginia Criminal Information Network (VCIN) certified and will receive the needed in-service training required to certification. Civilian employees may receive training related to their classification.

K. ECC Personnel

1. Training Records

- a. The ECC Director and Lead ECS assigned to Training management will maintain an inventory of skill, knowledge, and abilities of each Emergency Communications Center Employee (ECC). This inventory will be updated with new records as they are received from the employee. All personnel attending training will copy all training certificates and forward a copy to the ECC Director and the Lead ECS responsible for training management.

- b. The ECC Director and Lead ECS responsible for training management will maintain, in each employee training file, training records for all job related training, in-house or not, which will include:

- Title of training received;
- Date of training and hours of attendance;
- Identification of trainers or agencies presenting the course;
- Copy of any certificate received; and
- Names of all department personnel receiving the training.

2. Conduct

- a. For the duration of basic, in-service, and specialized training, personnel will be assigned to the training facility as their work location and all rules and regulations and general orders of the Winchester Police Department and ECC will apply. Proper conduct and dress is required while at the training facility, personnel are required to wear their department issued maroon polo shirt.
- b. Personnel will successfully complete any mandated training. Absences and tardiness shall be considered unauthorized leave unless prior approval has been granted through the employee's immediate supervisor. The employee is responsible for reporting back to the center to complete their scheduled work day in the event training ends early. The employee may burn leave if approved by supervisor to make up their work day. The employee's supervisor will report any absences from a scheduled training to the ECC Director.

3. Training Scheduling

Lead ECS responsible for training management will ensure that training information is transmitted to their personnel in a timely manner. All training will be scheduled through the Lead ECS assigned to training management

4. Basic Training

ECC personnel must successfully complete the communications basic training academy.

5. In-Service Training

ECC personnel are required yearly to maintain their in-service hours based on their position to meet the needs under career development.

- ECS I – 8 hours
- ECS II – 12 hours
- ECS III – 16 hours
- Lead ECS – 24 hours

The department requires training in either in-house or through an outside agency as needed for:

- Supervision and management training, upon promotion;
- Policy and procedure training;
- Required in-service training
- Other training as deemed necessary

6. Specialized training

- a. Personnel performing in any type of function that requires specialized training will be trained so that they can develop or enhance the skills, knowledge, and their abilities in that particular function.
- b. The training may be made available through courses offered at the regional training academy, outside the regional academy, or through supervised on the job training with the department.
- c. ECC personnel wishing to attend trainings must submit an email to both the ECC Director and Lead ECS responsible for training management their interest in the training and explain the training's course objectives if not posted by the Lead ECS.

The following are a list of functions that require specialized training:

- Crisis Negotiation Team member;
- Crisis Intervention Team member;
- General or specialized instructors
- Communications Training Officer