

	POLICY & PROCEDURE	SERIES # 628	PAGE 1 OF 8
	<b>TRAINING ACADEMY</b>		EFFECTIVE DATE <b>09/01/2020</b>
			OVERSIGHT <b>Prof. Standards</b>
DISTRIBUTION <b>ALL MANUALS</b>	AMENDS/SUPERSEDES/CANCELS P&P # 618 date 07/02/15.		

I. PURPOSE:

To establish operational guidelines for the Hampton Police Academy in accordance with Virginia Department of Criminal Justice Services (DCJS) requirements.

II. POLICY:

It is the policy of the Hampton Police Division to provide the highest quality trained police officers by assuring compliance with all DCJS Compulsory Minimum Training Requirements for Law Enforcement Officers. The goal of the academy is to provide Basic Law Enforcement recruits with the knowledge, skills and abilities necessary to perform their duties as police officers. Additionally, the academy will coordinate the instruction of in-service, career development, instructor certification, and Basic Dispatch Certification training courses in accordance with DCJS standards. All training records, lesson plans and other related training documents will be maintained in accordance with DCJS regulations.

III. DEFINITIONS:

- A. Academy: a facility in which training programs are conducted. It houses classrooms and offices for instructors and staff. Other facilities such as a firing range, driver training track, multipurpose training areas, library, and satellite locations are considered to be part of such facility but need not be located at the same site.
- B. Academy Director: an individual designated by the Chief of Police who is responsible for the conduct and operation of training conducted by the academy.
- C. Deputy Director: an individual pre-designated by the director of the academy responsible for the conduct and operation of training in the absence of the director.
- D. Directive: a written statement of policy, procedure, or rule and regulation addressing each respective area in the certification standards, duly approved and signed by the academy's governing authority and made part of a manual available for inspection and guidance in the operation of the academy.

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APPROVED:  
CHIEF OF POLICE



- E. Satellite Facility: a facility, located away from the certified academy facility, which the certified academy uses to conduct mandated training. This definition specifically excludes firing ranges, driver training sites, and physical fitness or defensive tactics sites which may be located away from the certified academy facility. Commercial conference and training facilities such as hotels and motels, which are used for mandated training, are specifically excluded from this definition.

#### IV. PROCEDURE:

##### A. Organization and Staffing

1. The Hampton Police Academy shall be governed by the Chief of Police
2. The Hampton Police Academy will be part of the Training Unit and will fall under the Professional Standards Commander
3. The Training Unit Commander shall serve as the Academy Director
4. The Training Academy Deputy Director, shall report to the Academy Director.
5. The Training Academy's Career Development Counselors (Staff Instructors) shall be assigned to oversee the day to day operations and administration of all Basic Law Enforcement Academy training
6. The Training Academy's DCJS Coordinator and Training Technician shall serve as clerical support personnel
7. Division Instructors who currently meet DCJS instructor requirements shall be designated to assist the Training Academy in the instruction of in-service, specialized, career development, and Basic Dispatch Certification training programs
8. The Training Academy staff shall maintain adequate office space at 300 Butler Farm Road, as well as the Police Weapons Range and Canine Training Facility located at 1501 Bethel Avenue
9. Training classes will normally be held at the Academy, the Police Weapons Range and Canine Training Facility, Police Division Headquarters, the Kenny Wallace Training Facility, Ft. Monroe, the City of Hampton Emergency Operations Center, or the Hampton Emergency Communications Center. Satellite locations will meet DCJS standards prior to approval and commencement of training.

10. Academy Instructor: Selection and Retention

- a. Vacancies within the Training Academy for Academy Instructor will be posted, selected and evaluated per Division Policy and Procedure #641 (Position Assignment Management).
- b. Officers must be a General Instructor certified by DCJS and have an overall “3” on a Division issued physical assessment. The physical assessment must have been completed within one year of application.
- c. Officers that apply for this position need to be highly motivated, self-supervising, productive and able to adopt a flexible work schedule.
- d. Once an officer is assigned to the Unit, an Orientation Checklist will be completed. The original will remain in the officer’s personnel file and a copy of the completed Checklist will be forwarded to Accreditation.
- e. Retraining and remedial training will be accomplished on an as needed basis as determined by the Training Unit Commander/Supervisor and DCJS requirements.

B. Administrative Procedures

1. The Training Academy Director shall have the responsibility of the day to day administration of the academy
2. The Training Academy Director shall be responsible for the development and maintenance of a Written Directives Manual that contains the following:
  - a. The goals and objectives of the academy. This will be in the form of a 3 year plan which shall be updated annually
    - (1) The 3 year plan will be included in the Hampton Police Division Training Plan
    - (2) The Division’s Training Plan shall be approved and signed by the Chief of Police. Copies shall be maintained in the Office of the Chief of Police and the Training Academy Director’s office.

- (3) The 3 year plan will address:
  - (a) Administration
  - (b) Personnel
  - (c) Staff Training
  - (d) Programs
  - (e) Equipment
  - (f) Facility Enhancement
  
- b. Establishing the Training Academy's administrative functions
- c. Governing student attendance
- d. Conditions when training will be provided to outside agencies
- e. Testing and retesting Procedures
- f. Maintenance of Training Records and files of each student who attended the Training Academy
- g. Maintenance of administrative files that pertain to each class conducted at the Training Academy or satellite locations
- h. Records maintenance, retention, and destruction
- i. Safety rules for skill training such as Firearms, Defensive Tactics, and Driver Training, and practical exercises
- j. Student Dress
- k. Student Conduct
- l. Post-graduation evaluation of entry level training
- m. Documented evidence of general and professional liability insurance coverage
- n. Physical fitness of students assigned for entry level training
- o. Minimum and maximum number of students allowed in classes
- p. Compliance with all administrative procedures set forth in applicable rules promulgated by the Criminal Justice Services Board

- q. Personnel standards
- r. Facility standards
- s. Written directive requirements as outlined in this policy shall be maintained in the Hampton Police Division Training Academy's Written Directive Manual which will be part of the 3 year plan.

C. Instruction Standards

1. All DCJS certified training sessions will be completed within the requirements specified in the DCJS Criminal Justice Training Reference Manual. This includes all regulations regarding location, course of instruction, instructor requirements, class attendance, testing procedures, and course evaluations. Further detail of this standard is referenced in the Hampton Police Academy Written Directives Manual
2. DCJS Certified Instructors:
  - a. All DCJS certified courses will be instructed by current DCJS certified instructors or Subject Matter Experts approved by the Academy Director
  - b. The Training Academy staff will ensure that all instructors are currently certified to instruct subject matter before the beginning of instruction
  - c. All DCJS regulations outlined in the Hampton Police Academy Written Directives Manual will be adhered to regarding the attendance, instruction, and testing of DCJS certified training sessions
3. Subject Matter Experts / Contracted Specialists
  - a. Subject Matter Experts / Contracted Specialists shall submit a brief biographical history regarding their knowledge, skill and abilities related to the subject that they are instructing. A brief listing of professional references shall also be included.
  - b. Upon review, the Academy Director shall approve Subject Matter Experts. The approval form shall be maintained in a file with the previously submitted information from the Subject Matter Expert.

## D. Operating Procedures

### 1. Basic Law Enforcement Training

Basic Law Enforcement Recruits shall successfully complete the following:

- a. Orientation
- b. DCJS required Minimum Compulsory Training
- c. Hampton Police Division required training

### 2. In-service Training

- a. Officers are required to qualify with their duty weapon, weapon approved by the Chief of Police for carry on duty, and any approved off duty weapon on an annual basis.

- (1) Minimum passing score to maintain certification is 70%, however, the Division requires a higher proficiency of 80%. Officers who score below 80% on their annual qualification will participate in the Division's Firearms Enhancement Program (for more information, see P&P 533)

- (2) Firearms Qualification Scores will be maintained by the designated Training Academy Staff member.

- b. Officers are required to complete mandated training every two years as currently required by DCJS Criminal Justice Training Reference Manual. This is required to maintain the officer's certification as a law enforcement officer. Required training includes Legal Update Training, Cultural Diversity Training, and Career Development Training.

- c. Extensions shall be filed with DCJS for personnel who meet DCJS training and certification extension standards (i.e. FMLA, Military Leave, etc). Mandated training will be completed as soon as possible upon the employee returning to duty.

### 3. Specialized Training

Career development training identified through a needs assessment, Performance Evaluation, or other means will be scheduled as soon as possible. The DCJS Training Coordinator will ensure that all requirements are met regarding potential DCJS in-service training credit. The appropriate forms will be gathered and submitted by the DCJS Training Coordinator in compliance with regulations outlined in

Hampton Criminal Justice Training Academy Written Directive #10  
“Student Training Records / Class Files”.

4. Instructor Certification and Recertification

- a. DCJS certified instructors (General, Defensive Tactics, Driver Training, and Firearms) will successfully complete instructor training courses as specified by the Department of Criminal Justice Services training standards
- b. DCJS certified instructors shall complete re-certification every three years for each subject that they are certified to instruct. Instructor re-certification courses will be completed as specified by the Department of Criminal Justice Services training standards
- c. The Training Academy will maintain lists of all Hampton Police Division instructors, the dates of their certification, and when they are due for re-certification.

5. Basic Dispatch Certification Training

Basic Dispatch Certification students shall successfully complete the following:

- a. Orientation
- b. All DCJS mandated training objectives
- c. Basic EMD (Emergency Medical Dispatch) Certification

E. Facility Enhancement

1. Designated Academy Staff Personnel will complete a “Facility Worksheet” form annually, inspecting classrooms and training facilities to ensure proper compliance with DCJS standards as well as all operational standards
2. Classrooms and other training facilities will be inspected prior to April 1<sup>st</sup> of each year
3. Classroom and facility upgrades shall be addressed as they arise. Facility enhancement may occur as a result of:
  - a. Inspections that detect inoperable or outdated equipment
  - b. Technological Advances
  - c. Division training needs

F. Satellite Training Facility Standards

1. All satellite facilities where mandated training is conducted must meet these standards:
  - a. Satellite facilities must be inspected by Academy Staff personnel to ensure that they meet the Standards for Satellite Facilities as outlined in the Academy's Written Directive's Manual before any credit can be awarded for mandated training is conducted in that facility
  - b. The Academy shall complete the "Satellite Facility Worksheet" for each satellite facility.
  - c. The completed "Satellite Facility Worksheet" shall be maintained by the Academy
  - d. The Academy shall periodically monitor all satellite facilities, not less than once per calendar year, to ensure that all training conducted conforms to DCJS requirements. The Academy shall maintain written reports documenting such monitoring

G. Equipment

1. The Academy shall maintain an inventory of all training equipment available for training purposes.
2. The Academy Deputy Director shall be responsible for the maintenance and inventory of all training equipment
3. Training equipment shall be purchased or replaced as Division training needs arise or current equipment is beyond repairable and operational condition