	<b>Winchester City Sheriff's Office</b> <b>Manual of General Orders</b>  <b>Personnel</b> <b>400</b>	<b>Effective Date:</b> May 1, 2014 Accreditation Standards: TRN .02.01 TRN .03.02 TRN .02.02 TRN .04.01 TRN .02.03 TRN .03.01
		<b>Original Policy:</b> May 1, 2014 <b>Last Review Date:</b> May 1, 2020 <b>Next Review Date:</b> May 1, 2023
<b>Subject: Training Requirements</b>		<b>By Authority of:</b> <hr/> <b>Les R Taylor, Sheriff</b>

Effective /Review Date	Sections Changed	Changes	Reviewed by	Approved by
02-23-17	III I	Added section III I in reference to Bod Worn Cameras	EAS	LRT
01-05-17	III F	Added: "e. CIT Training, f. SRT Training, g. General Instructor, h. Driving Instructor, i. DT Instructor, j. Firearms Instructor, k. Court Security/Civil Process, l. Standardized Field Sobriety Test Instructor, m. Breathalyzer Operator, n. LE Tracking, o. VCIN Operator, p. Flying Armed, q. Search and Rescue, r. Advanced Civil Process, s. K9 Handler	EAS	LRT
09-25-17	III H 3	Removed, "Civilian appointees, such as the crime analyst, may receive training related to their classification."	EAS	LRT

## I. PURPOSE

Sheriff's deputies in Virginia must complete certain minimum training requirements specified by the Department of Criminal Justice Services (DCJS) to maintain certification. The Winchester City Sheriff's Office shall allocate the deputy the time necessary to accomplish this training. Rappahannock Regional Criminal Justice Academy provides most of the training for the Sheriff's Office. Additional specialized training in various areas of civil process, law enforcement, and management is available.

## II. POLICY

It shall be the policy of the Sheriff's Office to assist its deputies in their professional career development by supporting both mandatory and specialized training.

## III. PROCEDURES

Training is one of the most important responsibilities in any law enforcement agency. Training serves three broad purposes.

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

3) Training fosters cooperation and unity of purpose.

Furthermore, agencies are held legally accountable for the actions of their personnel and for failing to provide initial or remedial training. The Sheriff's Office recognizes the importance of training and is committed to providing the best training available to all personnel.

A. Training Records

The Major will maintain an inventory of the skill, knowledge, and abilities of each employee (training record information). The Major shall maintain, in each 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;
- e. Names of all agency personnel receiving the training.

B. Conduct

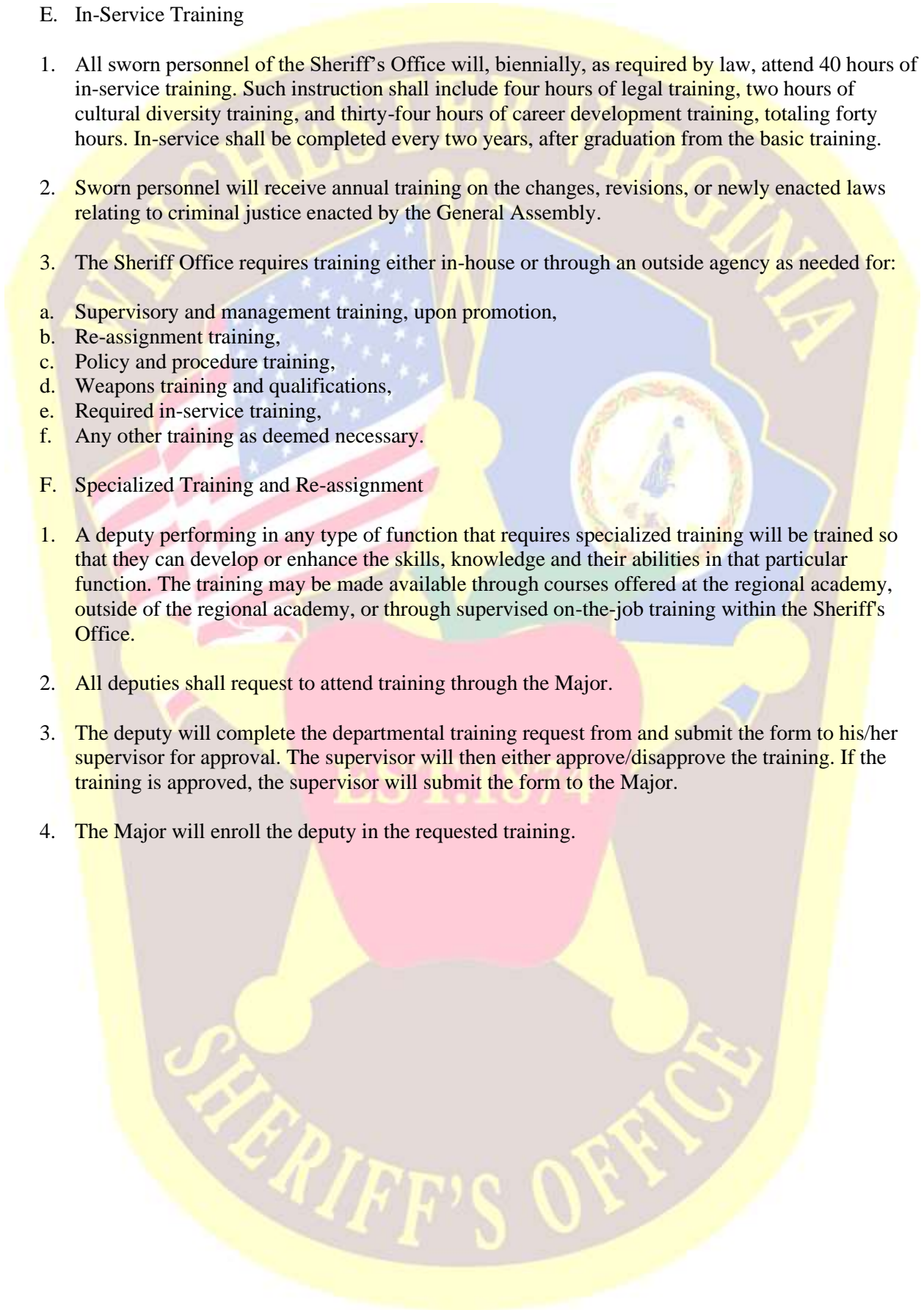
For the duration of basic, in-service, and specialized training, personnel will be assigned to the school as the work location and all procedures of the Winchester City Sheriff's Office Policy and Procedure Manual shall apply. Appointees shall successfully complete any mandated training. Proper conduct and dress is required while at the training school. Absences and tardiness shall be considered to be unauthorized leave unless prior approval has been obtained through the appointees' immediate supervisor.

C. Training Scheduling

All training will be scheduled through the Major. All supervisors will support the Major and ensure that training information is transmitted to their personnel in a timely manner. The employee's supervisor shall report any absences from a scheduled training to the Major. All deputies attending training shall copy all training certificates and forward the copy to the Major. The Major shall maintain the training file, which shall inventory the skills, knowledge, and abilities of each employee. This inventory shall address the following areas: educational background, training courses completed special skills, and foreign languages. This inventory shall be updated with new records as they are received from the employee.

D. Basic Training

1. Law Enforcement: Deputies must successfully complete the basic training academy.
2. Civilian Training: All newly appointed civilian personnel will receive the following training from the Administrative Assistant or her designee:
  - a. Orientation to the Sheriff's Office's role, purpose, goals, policies, and procedures.
  - b. Working conditions and regulations.
  - c. Responsibilities and rights of appointees.
  - d. The Administrative Assistant shall be responsible for scheduling and documenting any training needed for civilian personnel.



E. In-Service Training

1. All sworn personnel of the Sheriff's Office will, biennially, as required by law, attend 40 hours of in-service training. Such instruction shall include four hours of legal training, two hours of cultural diversity training, and thirty-four hours of career development training, totaling forty hours. In-service shall be completed every two years, after graduation from the basic training.
2. Sworn personnel will receive annual training on the changes, revisions, or newly enacted laws relating to criminal justice enacted by the General Assembly.
3. The Sheriff Office requires training either in-house or through an outside agency as needed for:
  - a. Supervisory and management training, upon promotion,
  - b. Re-assignment training,
  - c. Policy and procedure training,
  - d. Weapons training and qualifications,
  - e. Required in-service training,
  - f. Any other training as deemed necessary.

F. Specialized Training and Re-assignment

1. A deputy 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. The training may be made available through courses offered at the regional academy, outside of the regional academy, or through supervised on-the-job training within the Sheriff's Office.
2. All deputies shall request to attend training through the Major.
3. The deputy will complete the departmental training request form and submit the form to his/her supervisor for approval. The supervisor will then either approve/disapprove the training. If the training is approved, the supervisor will submit the form to the Major.
4. The Major will enroll the deputy in the requested training.



5. The following is a list of functions that will require specialized training:

- a. Crisis Negotiation Team member
- b. Bike Patrol deputy
- c. Crime Prevention deputy
- d. Field Training deputy
- e. CIT Training
- f. SRT Training
- g. General Instructor
- h. Driving Instructor
- i. DT Instructor
- j. Firearms Instructor
- k. Court Security/Civil Process
- l. Standardized Field Sobriety Test Instructor
- m. Breathalyzer Operator
- n. LE Tracking
- o. VCIN Operator
- p. Flying Armed
- q. Search and Rescue
- r. Advanced Civil Process
- s. K9 Handler

6. Department of Criminal Justice Services Credit Courses

On occasion, the Sheriff's Office may sponsor Department of Criminal Justice Services credit training at the Sheriff's Office. The Department of Criminal Justice Services requires performance-based training. This method of training requires the development of performance objectives. An employee who develops an outline for instruction of a topic for DCJS credit must develop objectives which:

1. Focus on the elements of the job-task analysis for which training is needed.
2. Provide clear statements of what is to be learned.
3. Provide the basis for evaluating the participants.
4. Provide the basis for evaluating the effectiveness of the training program.

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. Lesson plans are required for all training courses that will receive DCJS credit conducted or sponsored by the Sheriff's Office. It is the responsibility of the individual instructor, whether Sheriff's Office personnel or non-Sheriff's Office personnel, to provide the Sheriff, or his designee, with a copy of the lesson plan for DCJS approval before each class. The lesson plan should include a statement of performance objectives, the content of the training, relationships to job tasks, responsibilities of the participants for the material taught, and plans for evaluation of the participants and instructors.

G. Supervised On-The-Job Training

1. Supervisors may provide on-the-job training through review of the Sheriff's Office policy and procedure manual.
2. Supervisors may provide on-the-job training by providing immediate feedback on the deputy'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 Sheriff, DCJS, or the Commonwealth of Virginia (firearms, use of force, etc.).
5. 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. (Remedial training may be assigned as a result of discipline or counseling).

#### H. Civilian Training

1. Civilian appointees are not required to have any pre-service training before assuming employment with the Sheriff's Office.
2. All newly appointed civilian personnel will receive the following information regarding:
  - a. The Sheriff's Office purpose, role, goals, and the location of the policy and procedures.
  - b. Working conditions and City of Winchester personnel regulations.
  - c. The job responsibilities and employee rights.
3. Civilian appointees are hired with the knowledge and the ability to use computer systems and software. Civilian appointees may receive additional training on Sheriff's Office software, if needed, and will receive training on any newly acquired software. Selected civilian appointees will be VCIN certified and will receive the needed in-service training required to maintain this certification.

#### I. Body Worn Cameras

1. The Winchester City Sheriff's authorizes and encourages the use of departmental issued body worn cameras to be employed during training.
2. Footage recorded will be downloaded and marked for training purposes.
3. Footage will be used for the purpose of educating deputies and enhancing their skills.