

YORK-POQUOSON SHERIFF'S OFFICE	RULES AND REGULATIONS
SUBJECT: Training	NUMBER: RR 1-12B
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1 **INDEX WORDS**

- 2
- 3 Civilian personnel training
- 4 Counseling
- 5 FBI; attendance at the National Academy
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- 10 Instructors
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15 **POLICY**

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17 The York-Poquoson Sheriff's Office encourages all employees to seek training opportunities to

18 develop their knowledge, skills, and abilities. Although all deputies must attend a basic academy

19 and periodic in-service training, the Sheriff continually strives to arrange for their participation in

20 specialized or advanced training. Training has often been cited as one of the most important

21 responsibilities in any law-enforcement agency. Training serves three broad purposes. First, well-

22 trained deputies are generally better prepared to act decisively and correctly in a broad spectrum of

23 situations. Second, training results in greater productivity and effectiveness. Third, it fosters

24 cooperation and unity of purpose. Furthermore, agencies are being held legally accountable for the

25 actions of their personnel and for failing to provide initial or refresher training. The Sheriff

26 recognizes the importance of training and is committed to providing the best training available to all

27 personnel.

28

29 **PURPOSE**

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31 To establish procedures and guidelines for recruit and in-service training; FTO selection and FTO

32 program requirements, lesson plans and instructor qualifications/requirements, course

33 registration/selection, specialized training, civilian training requirements, and training record

34 maintenance.

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REQUIREMENTS

- The Administrative Commander shall be designated as the training officer and shall manage all training related activities.
- Other full-time and part-time personnel holding administrative and instructional training positions shall assist him/her.
- All deputy sheriffs shall complete 40 hours of DCJS approved in-service training every two years.
 - The primary responsibility rests with the individual to monitor his/her own training expiration date and to schedule in-service training through the training section via his/her immediate supervisor.
 - The Sheriff shall ensure that all employees, upon receiving a promotion or a functional re-assignment, receive relevant training and skill development as soon as practicable. Upon promotion, sworn personnel shall receive training in management techniques.

PROCEDURES

- Attendance
 - Personnel are expected to attend all assigned training programs.
 - Attendance will be documented either by the Sheriff's Office, the academy, or in cases where the training is at location other than the Sheriff's Office or academy, documentation should be furnished to the employee attending the training.
 - Employees shall provide a copy of all course-completion certificates to the Training Section for inclusion in the employee's personnel file.
 - Personnel are expected to make-up all missed material or hours as required.
 - All absences from training must be properly authorized and excused.
- Expenses
 - Approved training courses which require a registration fee will be paid for by the Sheriff's Office.
 - Travel to and from training courses farther than 50 miles outside of York County is compensable time for any hours outside of normal working hours.
 - Lodging expenses may be authorized for training occurring farther than 50 miles outside of York County.
 - Lodging expenses if any shall be paid using the employee's county purchasing credit card.
 - Per Diem for meals, if authorized, will be paid or reimbursed in accordance with York County Personnel Policy [Section 14-18: Travel and Expense Reimbursement Policy](#).
 - York County purchasing credit cards shall not be used for meal expenses.
- Recruit Training
 - The Sheriff's Office and the Department of Criminal Justice Services (DCJS) requires all newly, non DCJS certified, sworn deputy sheriffs to successfully complete a recruit

- 79 training program prior to receiving any routine assignment in any capacity in which the
80 deputy is allowed to carry a weapon and/or is in a position to make an arrest.
- 81 ■ Individuals who prior to employment, completed a DCJS recruit training program
82 and are currently certified be exempt from this requirement.
 - 83 ■ Individuals who prior to employment, completed a law enforcement training
84 program and are currently certified in another state may be exempt from certain
85 DCJS recruit training requirements.
 - 86 ❖ DCJS shall determine what if any recruit training is exempted.
- 87
- 88 ○ Trainees shall attend a recognized DCJS certified training academy.
 - 89 ■ Normally the Hampton Roads Criminal Justice Training Academy, which:
 - 90 ❖ Uses a curriculum based on tasks of the most frequent assignments of officers
91 who complete recruit training.
 - 92 ❖ Uses evaluation techniques designed to measure competency in the required
93 skills, knowledge, and abilities (SKA).
 - 94 ❖ Is in compliance with state training mandates for police officers and deputy
95 sheriffs.
 - 96 ❖ Includes all applicable legal requirements relevant to the performance of duties.
 - 97
 - 98 ○ Auxiliary deputies must complete the DCJS law enforcement or combined-corrections
99 basic academy, or a DCJS approved academy for auxiliary deputies.
 - 100 ■ See [RR 1-24, Auxiliary Deputy Program](#).
 - 101
 - 102 ○ Auxiliary deputies must successfully complete training in all tasks, which they will be
103 authorized to perform prior to beginning those tasks to include all requirements of
104 Title 9.1, Code of Virginia. Section [9.1-114](#), Code of Virginia.
 - 105
 - 106 ■ Field training program
 - 107 ○ All probationary deputy sheriffs during or after successfully completing a recruit
108 training program, shall complete a field training period of at least four weeks (160
109 hours).
 - 110 ○ All previously DCJS certified probationary deputy sheriffs shall complete a modified
111 field training period as determined by the Sheriff or his designee.
 - 112 ○ During the field training period, the probationary deputy's will be under the direct
113 supervision of a York-Poquoson Sheriff's Office Field Training Officer (FTO).
 - 114 ○ Probationary deputies shall make short rotations through other divisions in order to
115 observe how their performance may affect the work of the other divisions.
 - 116 ○ Field training officers shall complete and sign off on all required training requirements
117 and Daily Observation Reports as specified in the Sheriff's Field Training Module in
118 RMS.
 - 119 ○ At the end of each probationary deputy's field training period, the assigned FTO
120 supervisor shall ensure all required Sheriff's Office field training module Daily
121 Observation Reports are completed and signed off and all DCJS evaluation forms are
122 completed.

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- Probationary personnel shall be rated as having demonstrated a level of performance according to the criteria set forth by DCJS and in the Sheriff's Office Field Training Module.
 - All probationary deputies in the field training program shall be evaluated using the criteria in the Sheriff's Office FTO module.
 - Probationary deputies in the field training program shall be evaluated at the end of the four week period by an FTO supervisor.
 - Deputies will be evaluated in each performance area on a scale of 1 to 5 or Not Observed or Not Responsive to Training (NRT).
 - A deputy must receive at least satisfactory (3.0) in each category to receive a passing score.
 - ❖ The FTO shall provide an explanation in the FTO module for any performance measure where the deputy receives a score of 1, 2, 5 or NRT.
 - FTO's shall discuss each evaluated performance measure with the probationary deputy each day the deputy is evaluated.
 - ❖ Deputies who fail to receive an overall 3.0 in any performance measure shall be continued on field training status until a satisfactory score in the failed performance measure is achieved.
 - ❖ During this period, a deputy shall receive remedial training in all deficient areas and demonstrate at least satisfactory proficiency.
 - All training and improved behavior shall be documented in the comments are in the FTO module for each performance measure.
 - Deputies who receive a rating of Not Responsive to Training (NRT) in any performance measure and fails to achieve a satisfactory rating after receiving remedial training shall be referred to the FTO supervisor for review.
 - ❖ The FTO supervisor may after review of the training and circumstances:
 - Assign the deficient probationary deputy to another FTO, or
 - Refer the probationary deputy to the Patrol Division Commander for review and disciplinary measures up to an including termination.
 - Probationary deputies in FTO training shall review their FTO module Daily Observation Reports and performance measure comments daily.
 - Following the review probationary deputies in FTO training shall either:
 - Approve, or
 - Disapprove each Daily Observation Report.
 - ❖ Disapproved daily Observation Reports will be forwarded through the FTO module to the FTO supervisor for review and action.
 - Numerical Scale Value Criteria (NSVC)
 - One of the most difficult tasks facing the field training officer (FTO) is subjectively evaluating performance.

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- The task of evaluating and rating a deputy's performance shall be determined using the numerical scale value definitions criteria (NSVC) found in each performance measure within the FTO module.
 - NSVCs serve as a means of standardizing the evaluation process and assist the FTO in this process.
 - By defining what constitutes unacceptable, acceptable, and superior behavior, NSVCs, reduces differences between raters.
 - The categories of performance represent key law enforcement tasks.
 - The categories are aligned in five subjects:
 - Performance Tasks,
 - Community Policing Skills,
 - Knowledge,
 - Attitude, and
 - Appearance.
 - Any numerical rating below "3" (Unacceptable) or "5" (Superior) shall be further documented in the comments section for the performance measure in the FTO module.
 - Deficiencies in behavior shall be precisely documented.
 - For example, a deputy might receive a "1" (unacceptable) under category six, officer safety.
 - In the comments section, the rater might write, "Deputy consistently exposes his gun to traffic violators and approaches stopped vehicles with objects in both hands."
 - Each performance measure within the FTO module contains a description of what constitutes criteria that is :
 - Unacceptable,
 - Acceptable, and
 - Superior.
 - DCJS Field Training Officer Certification
 - The FTO shall ensure that all performance outcomes have been completed.
 - Upon satisfactory completion of the field training period, the following DCJS Field Training Forms shall be completed by the FTO or FTO supervisor:
 - [Form B-13](#), Field Training for Law Enforcement (New deputy sheriff),
 - [Form CP-1](#), Field Training for Civil Process Officers,
 - [Form CS-1](#), Field Training for Court Security Officers.
 - Once all FTO training requirements are met, the Training Coordinator shall complete the [Field Training/On the Job Training Completion](#) form and forward to the Sheriff for his signature.
 - Once the Sheriff signs the [Field Training/On the Job Training Completion](#) form, the Training Coordinator shall forward the form to DCJS.
 - The above referenced forms can be found in:
 - ❖ The forms folder in Power DMS, or
 - ❖ At <https://www.dcjs.virginia.gov/law-enforcement/forms>

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- Field training officers may be liable for future acts of deputies under their charge through vicarious liability.
 - This liability is reduced by properly evaluating and certifying that each deputy in field training has completed all performance outcomes.
 - Field Training Officer Supervisor
 - The Sheriff or his designee shall appoint one or more FTO supervisors.
 - The FTO supervisor shall be responsible for the following:
 - Identifying deputy sheriffs who may be suitable candidates for FTO training and positions,
 - Administering the Sheriff's Office FTO program requirements,
 - Ensuring continuity amongst FTOs,
 - Assigning probationary deputies to their respective FTO,
 - Resolution of disputes between deputies undergoing FTO training and their FTO,
 - Final evaluation of probationary deputies prior to their release from the FTO program,
 - Ensuring FTO's complete and sign off on all required Daily Operational Reports,
 - Completing required DCJS paperwork listed above.
 - Field Training Officers (FTO)
 - It is the desire of the Sheriff, to select as field training officers, only those highly motivated and experienced deputies who exhibit the highest degree of professionalism and appearance that wish to become future role models.
 - The Sheriff's Office will maintain an adequate number of field training officers in each division where required.
 - FTO Qualifications:
 - Applicants interested in becoming field training officers shall have a minimum of three years experience prior to making application.
 - Those persons meeting time requirements will be required to obtain a letter of recommendation from their respective supervisor.
 - When a FTO vacancy occurs, all prospective field training officers for that shift shall submit a letter to their respective supervisor requesting a FTO position.
 - This letter, along with their supervisor's letter of approval will be forwarded to the Patrol Division Commander.
 - The Patrol Division commander will confer with the FTO supervisors and a selection will be made.
 - Field training officers shall complete the current training instructor program conducted at the training academy prior to assuming FTO duties.
 - Upon course completion, a probationary FTOs shall be supervised by their shift supervisor during all FTO activities for one year.
 - Field training officers will attend training designed to improve their FTO skills and to insure that they remain current on field training requirements.

- 255 ○ Field training officers shall also maintain a close liaison with the training academy staff,
256 including assisting with field practical exercises and other training at the academy.
257 ○ Field training officers shall be directly supervised by their respective shift supervisor.
258 This does not preclude FTOs from coordinating relevant training issues with training
259 section personnel.
260
- 261 ▪ Remedial Training
- 262 ○ Remedial training is directed at solving or curing a particular problem or improving
263 performance in a particular area, within a designated time and with clearly defined,
264 expected results.
- 265 ○ Remedial training may be assigned as a result of discipline or counseling. See [RR 1-7,](#)
266 [Employee/Appointee Discipline.](#)
- 267 ○ Remedial training may be part of a disciplinary action and bring an employee back up to
268 an acceptable level of performance.
269
- 270 ▪ Lesson Plans for Agency Training
- 271 ○ Lesson plans are required for all training courses conducted or sponsored by the
272 Sheriff's Office.
- 273 ○ It is the responsibility of the individual instructor, whether a member of the agency or
274 not, to provide the training section with a copy of the lesson plan for approval prior to
275 each class.
- 276 ○ A DCJS approved lesson plans must be submitted, if not previously approved, to the
277 training section no less than 60 days prior to any scheduled class, if DCJS credit is to be
278 earned.
- 279 ○ The lesson plan should include:
- 280 ▪ A statement of performance objectives,
281 ▪ The content of the training,
282 ▪ Training aids required,
283 ▪ Method for evaluation of the participants.
284 ▪ The instructional techniques that might be used include:
- 285 ❖ Lecture or group discussion exercises,
286 ❖ Case studies,
287 ❖ Presentations by subject matter experts,
288 ❖ Practical Exercises.
289
- 290 ▪ Agency Training Records
- 291 ○ The Sheriff shall require that proper records be maintained for all job related training
292 received by Sheriff's Office personnel.
- 293 ○ The Training Section shall maintain a training record for each employee that includes:
- 294 ▪ The title of the training received,
295 ▪ The dates and hours of attendance,
296 ▪ The identification of trainers or agencies presenting the course,
297 ▪ The names of all agency personnel receiving the training,
298 ▪ Score, pass/ fail, etc.
299

- 300 ○ The Training Section shall maintain files on all in-house training courses or
- 301 presentations, including:
- 302 ▪ Course content (lesson plans),
- 303 ▪ Personnel attending,
- 304 ▪ Any performance measures as ascertained through tests or demonstrations.
- 305
- 306 ▪ Agency instructors
- 307 ○ Agency personnel serving as instructors for all academy and in-house training programs
- 308 shall:
- 309 ▪ Have a minimum of two years law-enforcement experience,
- 310 ▪ Have completed a general instructor's course and be certified by DCJS as an
- 311 instructor,
- 312 ▪ Possess a demonstrated skill in an area of instruction,
- 313 ▪ Be knowledgeable of teaching theories, methods, and practices and have some
- 314 knowledge of law-enforcement practices.
- 315
- 316 ○ All in-house training instructors must be:
- 317 ▪ DCJS certified instructors, or
- 318 ▪ DCJS approved adjunct instructors, or
- 319 ▪ DCJS recognized Subject matter experts.
- 320
- 321 ○ The above requirement does not apply to any training that does not meet the
- 322 requirement of DCJS for in service credits.
- 323
- 324 ○ Normally, deputies selected and trained as instructors in a particular subject will be
- 325 expected to teach when required.
- 326
- 327 • In-Service Training
- 328 ○ All Sheriff's Office sworn personnel shall, biennially, as required by law, complete 40-
- 329 hours of approved in-service training, or apply for an extension through DCJS.
- 330 ○ In-service instruction shall, at a minimum, include:
- 331 ▪ Legal (4 hours)
- 332 ❖ A review of changes or revisions in the Code of Virginia, taught by a
- 333 commonwealth's attorney or other knowledgeable person, or
- 334 ❖ Other approved legal topics.
- 335
- 336 ▪ Cultural Diversity (2 hours)
- 337 ❖ Topics may include:
- 338 ➤ Race relations,
- 339 ➤ Cultural differences,
- 340 ➤ Other approved topics addressing issues in law enforcement and the
- 341 communities in which we serve.
- 342
- 343 ▪ Career development (34 hours)
- 344 ❖ Topics may include but are not limited to:

- 345 ➤ Supervisory and management training,
- 346 ➤ First Aid, CPR, AED,
- 347 ➤ Traffic enforcement,
- 348 ➤ Accident investigation,
- 349 ➤ Criminal investigation,
- 350 ➤ Policies and procedures,
- 351 ➤ Officer survival,
- 352 ➤ Crime prevention,
- 353 ➤ Crime scene procedures,
- 354 ➤ Other approved career development training
- 355

- 356 • Specialized Training

- 357 ○ Specialized training will be considered for the development and/or enhancement of the
- 358 skills, knowledge, and abilities particular to the specialization.
- 359 ○ Employees working in management, administration, or supervision, and/or involved in
- 360 personnel policies, support services or other specialties that require specialized training
- 361 shall receive said training in their respective areas.
- 362 ○ Employees wishing to attend specialized training shall contact their immediate
- 363 supervisor for approval to attend.
- 364 ○ Supervisors will discuss the relevance of the specialized training with their employees
- 365 as to their current job description and what benefits attendance would provide the
- 366 individual and the Sheriff’s Office.
- 367 ○ Supervisors wishing to enroll employees in specialized training shall provide the
- 368 Training Section with specific costs and dates of the training.
- 369 ○ All specialized training courses with associated costs shall be approved by the
- 370 applicable division commander or Chief Deputy.
- 371 ○ Registration and enrollment in approved specialized training courses shall be done
- 372 through the training section.
- 373

- 374 • Notification of Available Training Opportunities

- 375 ○ Routinely, the Training Section receives notification of schools and seminars to be held
- 376 locally, regionally or within the state or nation.
- 377 ○ These schools may have an associated cost or may be attended at no cost.
- 378 ○ The Training Section shall notify Sheriff’s Office personnel about up-coming schools.
- 379 ○ Personnel wishing to attend the schools shall request attendance following the
- 380 procedures listed above.
- 381

- 382 • Academy Satellite Training

- 383 ○ The York-Poquoson Sheriff’s Office is an approved satellite training site of the
- 384 Hampton Roads Criminal Justice Training Academy.
- 385 ○ All training receiving DCJS in-service credits shall be held only in DCJS approved
- 386 satellite classrooms.
- 387 ○ The York-Poquoson Sheriff’s Office has three DCJS approved satellite classrooms in
- 388 the following locations:
- 389 ▪ York-Poquoson Sheriff’s Office firing range trailer,

- 390 ▪ Public Safety building EOC/Conference room,
391 ▪ Sheriff's Office squad room.
- 392
- 393 ○ The Sheriff's Office shall meet all DCJS regulations for satellite training locations.
394 ○ The Sheriff shall appoint a satellite training coordinator and assistants as required.
395 ○ All requirements governing satellite in-service and/or specialized training shall be
396 conducted per the Hampton Roads Criminal Justice Training Academy Policy.
397
- 398 ● Specialized Unit Training
 - 399 ○ The Sheriff shall require that all personnel assigned to the following specialized units
400 engage in regularly scheduled training and/or readiness exercises:
 - 401 ▪ Emergency Response (ERT) – Monthly
402 ▪ Bicycle Patrol Unit,
403 ▪ Crisis Negotiations Team (CNT), and
404 ▪ Honor Guard.
- 405
- 406 ○ Specialized unit training may be conducted as either supervised on-the job training or
407 through a formal organized training program.
- 408 ○ All specialized unit basic training performed as on-the-job training will be formally
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- 409 documented in lieu of a course completion certificate.410 ○ All specialized unit training documentation shall be forwarded to the training officer by
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- 411 the respective specialized unit commander or team leader.
- 412
- 413 ● Educational Assistance
 - 414 ○ Employees may seek additional higher education to complement career goals.
415 ○ Expenses incurred may be reimbursable.
- 416 ○ See
- [York County Personnel Policies and Procedures Manual](#)
- .417 ○ Reimbursement forms may be obtained from the Administrative Assistant III. Forms
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- 418 must be completed and signed by the employee and forwarded through the chain of
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- 419 command.420 ○ Forms shall be submitted to the applicable division commander and Sheriff for
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- 421 approval.422 ○ Forms must be submitted for approval prior to the beginning of the course following
-
- 423 current County policy.424
- 425 ● Civilian Personnel
 - 426 ○ All newly-appointed civilian personnel will receive the following training:
 - 427 ▪ Orientation to the agency's role, purpose, goals, policies, and procedures.
428 ▪ Working conditions, rules, and regulations.
429 ▪ Responsibilities and rights of employees.
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- 431 ○ The following civilian personnel positions shall require pre-service and in-service
432 training:
 - 433 ▪ Secretary I
434 ▪ Secretary II

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- Secretary III
 - Administrative Services Technician
 - Administrative Services Manager
- This training will consist of either classroom or on-the-job training.
 - Training will consist of individual job tasks, computer skills, customer service, Sheriff's Office policy and/or operations, or other training as directed by the Sheriff.
 - Planning, conducting, and/or documenting such training shall be jointly coordinated by the Administrative Commander and the Administrative Services Manager.
- FBI National Academy Training
 - The Sheriff endorses participation in the FBI National Academy.
 - As staffing considerations permit, and when openings become available, the Sheriff shall nominate deputies holding at a minimum the rank of Lieutenant for attendance.
 - FBI National academy eligibility requirements:
 - The deputy must have a minimum five years of law-enforcement experience full-time with a state, county, or municipal agency.
 - The deputy must be at least 25 years old and be in excellent physical condition, capable of participation in rigorous physical exertion.
 - The deputy must complete a physical examination and meet current NA weight standards.
 - The deputy must successfully complete a physical training test administered by the local FBI office.
 - The deputy must enjoy a reputation for professional integrity, exhibit excellent character and demonstrate leadership and purpose.
 - The deputy must have, at minimum, a high school diploma.
 - The deputy must agree to remain in law enforcement for at least three years following graduation from the FBI National Academy.
 - Sheriff's Office requirements
 - Deputies shall hold the rank of Lieutenant or higher.
Must submit a written request to the Sheriff for approval to attend the National Academy, through his or her chain-of-command.
 - The Sheriff may require a meeting with the applicant in order for the applicant to explain the value of attending the National Academy, to include how attendance will aid the Sheriff's Office, and how it will benefit the community.
 - Training on Newly Enacted Legislative Changes that Affect the Agency.
 - Sworn personnel shall be provided information annually from the Administrative Services Division, Training Section, on newly enacted laws and/or revisions to laws that are applicable to the Sheriff's Office and the law enforcement, administrative services, civil process and court security missions.