



<b>WRITTEN DIRECTIVE</b>	No. PD13-0302	Page: 1 of 14
Subject:  TRAINING PROGRAMS	Effective Date:	05-09-13
	Supersedes/ Amends:	PD11-0302
	Reference:	33.1.2,33.1.3,33.1.4,33.2.4, 33.4.3,33.5.1,33.5.2,33.6.1,3 3.7.1,33.7.2



## I. Purpose

The purpose of this directive is to outline training programs available to employees of the Lynchburg Police Department.

## II. Policy

It shall be the policy of the Lynchburg Police Department to provide training programs for all employees that are consistent with department goals and objectives.

## III. Procedure

### A. GENERAL

1. Training programs sponsored by this department may be conducted internally or by an outside agency, to include but not limited to the following:
  - a. Criminal Justice Agencies
    - 1) Central Virginia Criminal Justice Academy (CVCJA)
    - 2) Virginia Department of Criminal Justice Services (DCJS)
    - 3) International Association of Chiefs of Police (IACP)
    - 4) federal law enforcement agencies
    - 5) state and local law enforcement agencies
  - b. other agencies
    - 1) colleges or universities
    - 2) federal, state, or local agencies

- 3) consulting firms
- 4) professional agencies.

**33.1.2**

2. Employees are expected to attend all assigned training sessions unless excused by the instructor or other authorized person.
  - a. In cases of training within the department, attendance may be documented by the instructor.
  - b. In cases of training outside this department, the employee is responsible for notifying the Personnel and Training Unit of any absences.
  - c. Employees may be required to attend alternate training sessions as the result of excused or unexcused absences.
3. Course Instructors
  - a. Course instructors must be approved in advance by the Personnel and Training Unit Lieutenant.
    - 1) Such instructors must meet certification requirements established by the Department of Criminal Justice Services, *or*
    - 2) Such instructors must possess professional or proficiency skills in a field of endeavor directly related to the subject matter in which they are instructing (i.e. attorneys, doctors, teachers, social workers, etc.).
  - b. Courses may be instructed by qualified persons from either inside or outside the department.

4. Lesson Plans

- a. A lesson plan is required for all formalized, intra-department classroom or electronic training courses.
  - 1) The instructor of an independent division/unit training course will submit a lesson plan for approval by the Personnel and Training Unit Lieutenant.
  - 2) The Personnel and Training Unit Lieutenant will be responsible for ensuring the preparation of lesson plans for all uniform department-wide training.

**33.1.4 C**

- b. The submitted lesson plans will include the following:

**33.1.4 A / 33.1.4 B****33.1.4 D**

- 1) statements of training objectives:

- a) explanation of the purpose of instruction
  - b) explanation of performance and job-related objectives
  - c) relation of the training to critical job tasks
  - d) specification of topics to be instructed and instructional techniques to be used
  - e) identification of any tests used in the training process.
- 2) instructional techniques, such as:
- a) conference format (debates, discussion groups, panels, seminars, etc.)
  - b) field experience format (field trips, interviews, operational experiences, etc.)
  - c) presentation format (lectures, lecture-discussions, lecture-demonstrations, etc.)
  - d) simulation format (role playing, case studies, games, etc.)
- 3) reference and procedural statements:
- a) summary of course reference materials
  - b) responsibilities of trainees for subject matter, participation, etc.
  - c) method for evaluation of trainees (i.e. written tests or demonstrated proficiency).

**33.5.1****B. ANNUAL TRAINING**

1. All officers will complete annual retraining, to consist of one or more of the following training programs:
  - a. roll call training
  - b. state mandated in-service training
  - c. firearms training
  - d. specialized training
  - e. advanced training.

2. Officers will receive annual training/review in the following topics:
  - a. new federal, state, and local laws where applicable
  - b. changes in department policies, procedures, rules, or regulations.
3. Training sessions will vary according to the requirements of the topics covered.
4. Whenever possible, training sessions will be coordinated with the CVCJA.

C. RECRUIT OFFICER TRAINING

**33.4.2 A**

1. The recruit officer training program conducted by the Central Virginia Criminal Justice Academy (CVCJA) will include a curriculum based upon tasks of the most frequent assignments of officers who complete training.

**33.4.2 B**

2. The training program will also include the use of evaluation techniques designed to measure competency in required skills, knowledge, and abilities.
  - a. CVCJA will administer examinations and proficiency tests following the mandated guidelines established by:
    - 1) the Department of Criminal Justice Services of Virginia
    - 2) the CVCJA Board of Directors.
  - b. CVCJA maintains for reference a copy of recruit officer evaluation guidelines as established by the Performance-Based Training Core Curriculum of the Department of Criminal Justice Services of Virginia.
  - c. CVCJA also maintains records of:
    - 1) satisfactory course completion for each student
    - 2) instructor comments and evaluations
    - 3) student evaluations of each instructor and all course material.

**33.2.4**

3. Each new officer will attend a training session with Personnel & Training Unit staff members to review significant department policies and procedures listed on the New Employee Orientation Checklist.

**33.2.4**

3. In addition to training received at the CVCJA, each new officer will attend a City-sponsored orientation program to obtain information concerning:
  - a. employee benefits

- b. the grievance procedure
- c. the Employee Assistance Program
- d. other related information.

**33.4.3 A****D. POLICE TRAINING OFFICER (PTO) PROGRAM**

1. The PTO program will consist of a minimum four-week training period approved by the Chief of Police for new and Virginia certified officers. The new trainee will be under the direct supervision of a Police Training Officer (PTO).

**33.4.3 D**

2. Information regarding training received by a recruit officer at CVCJA will be available to the PTO upon request through the Personnel and Training Unit Lieutenant.

**33.4.3 F**

3. During the PTO program, each trainee will receive instruction on agency policies, procedures, rules, and regulations and may be rotated to another shift or division, so as to become familiar with that assignment's duties and to be further evaluated by another PTO.

**33.4.3 H**

4. The PTO will closely observe the progress of the trainee, taking corrective measures as necessary and continuously providing *positive* guidance through the training process.
5. In the event that the assigned PTO is unavailable while the trainee is scheduled to work, an equally qualified officer will be selected by a division supervisor to supervise the recruit officer for that tour of duty.
  - a. No written comments will be required by this temporary supervisor, unless a particular noteworthy action occurs.
  - b. Should the assigned PTO be absent from work or reassigned for a period to exceed fourteen days, another PTO should be permanently assigned to train the recruit officer.

**33.4.3 G**

6. A mid-term evaluation will be completed by an independent PTO not previously involved in the recruit's training.
  - a. The mid-term evaluation will be completed using the appropriate *mid-term evaluation* form.
  - b. The completed evaluation will be reviewed with the new officer.
    - 1) Such review will include discussion of:
      - a) areas deemed deficient and ways to improve performance

**33.4.3 H**

- b) areas deemed to exceed expectations
  - c) areas in which demonstrated progress is evident.
- 2) The evaluation review may be conducted in the presence of the designated training lieutenant, who may assist in the assessment of the trainee's progress.
- c. On completion of the mid-term evaluation review, the PTO will submit the evaluation to the PTO Program Manager for filing.
- 1) Written comments may be added to the evaluation by each reviewer.
  - 2) The mid-term evaluation will document the progress of the new officer and recommend their suitability to proceed to the second half of the PTO training.
7. A final evaluation will be completed by the same independent PTO that completed the mid-term evaluation.
- a. The final evaluation will be completed using the appropriate final evaluation form.
  - b. The completed evaluation will be reviewed with the trainee.
    - 1) Such review will include discussion of:
      - a) areas deemed deficient and ways to improve performance
      - b) areas deemed to exceed expectations
      - c) areas in which demonstrated progress is evident
  - c. Upon completion of the final evaluation, the PTO will submit the evaluation through the chain of command to the FOB Deputy Chief.
    - 1) Written comments may be added to the evaluation at each level of command.
    - 2) The final evaluation will document the progress of the trainee and recommend their suitability for release from the PTO program.
8. Training of Police Training Officers:
- a. Each PTO will be trained under the direction of the Deputy Chief of the Field Operations Bureau.

- b. The Deputy Chief of the Field Operations Bureau may elect to have captains, lieutenants, or other officers conduct selected areas of PTO training.
  - c. The Deputy Chief of the Field Operations Bureau will coordinate the conducting of PTO training by officers of other bureaus regarding their specific job functions.
  - d. The training will include information regarding department policies, procedures and supervisory considerations.
  - e. The PTO will be provided guidelines defining:
    - 1) overall training responsibilities
    - 2) specific skills, knowledge and abilities to be assessed, taught or performed
    - 3) evaluation considerations.
9. The assessment of a Police Training Officer's effectiveness will be included in the officer's annual performance evaluation.
- a. The assessment will include information regarding:
    - 1) the training performed
    - 2) deficiencies or problem areas concerning instructional techniques
    - 3) strengths concerning instructional techniques.
  - b. The assessment will be completed by the immediate supervisor of the PTO.

**33.5.2****E. ROLL CALL TRAINING**

- 1. Roll call training sessions will be targeted toward the following goals:
  - a. providing continuous training in criminal law and law enforcement techniques
  - b. benefiting each officer through coverage of various police-related topics.
- 2. The Deputy Chief of the Investigations and Administration Bureau will be responsible for ensuring that all officers within each bureau receive applicable, updated materials through roll call training.

3. The Personnel and Training Lieutenant will be responsible for:
  - a. conducting and approving department-wide roll-call training topics, and
  - b. ensuring that training topics identified by the Chief of Police are covered on a repeating roll-call training cycle.
4. Roll Call Training Officers will coordinate all instruction for their division or unit.
  - a. CVCJA may be contacted for assistance in obtaining resource materials or equipment for instructional purposes
  - b. Other officers may be employed as temporary instructors in areas of expertise.
5. Instructional techniques and methods to be applied in the roll call training process include:
  - a. lectures (by persons within and outside the department), discussion groups, etc.
  - b. films, powerpoint/slide presentations, videotapes/DVD's
  - c. demonstrations, practicums, etc.
  - d. training materials (i.e. handouts and other information).
6. Each supervisor will evaluate training needs for their respective bureau, division, unit or section.
7. In certain instances, a Deputy Chief may:
  - a. elect to combine intra-bureau units for instruction by designated Roll Call Training Officers.
  - b. coordinate roll call training with another Deputy Chief regarding instruction for units within his bureau.
8. Roll Call Training Officers will document and make available to the Personnel and Training Unit Lieutenant training information, to include:
  - a. lesson plans
  - b. dates of training
  - c. graded test sheets, as necessary.

9. It will be the responsibility of the Roll Call Training Officer to ensure that an officer not available for particular training sessions receives such training.
10. A designated Roll Call Training Officer who has not received previous instructor's training will be scheduled to attend a general instructor training course before beginning to instruct.
11. The assessment of a Roll Call Training Officer's effectiveness will be included within the officer's annual performance evaluation.
  - a. The assessment will include information regarding:
    - 1) training performed
    - 2) deficiencies or problem areas concerning instructional techniques
    - 3) strengths concerning instructional techniques.
  - b. The assessment will be completed by the Roll Call Training Officer's immediate supervisor.

#### F. IN-SERVICE TRAINING

1. In-service training is mandated for all police officers under provisions set forth in the Code of Virginia, Section 9.1-102.
  - a. The Code of Virginia empowers the Department of Criminal Justice Services to establish minimum in-service training standards.
  - b. Established compulsory minimum training standards require that each officer receives 40 hours in-service training biennially.
2. The Personnel and Training Unit will be responsible for coordinating in-service training for sworn officers of this department.

#### G. SPECIALIZED TRAINING

33.6.1 A / B

1. *Specialized training* (and retraining, when necessary) will be available to all applicable employees and will address the following:
  - a. development and enhancement of skills, knowledge, and abilities:
    - 1) in addition to those taught in recruit or other in-service programs
    - 2) particular to a specialized field or role
  - b. supervised on-the-job training, if applicable.

- c. matters pertaining to a particular unit, to include:
  - 1) management, administration, supervision and personnel-related policies
  - 2) support services
  - 3) performance standards
  - 4) specific procedures, rules and regulations.

2. As soon as practical of an employee's assignment to a specialized component, any specialized training required by that assignment will begin, which may include formalized or on-the-job training.

33.5.4

3. Employees assigned to the position of Accreditation Manager shall receive Accreditation Manager training through CALEA or VACAP within one year of being assigned.

33.6.1

4. Those positions/assignments requiring specialized training (and retraining if applicable) will minimally receive training as follows:

- a. Evidence Technician – Forensic Crime Scene Investigations
- b. K-9 Officer – Certification with assigned K-9
- c. Tactical Officer – Basic Tactical Training
- d. Crisis Negotiator – Basic Negotiations Training
- e. Crisis Intervention Team Specialist – Basic 40-Hour CIT Training

5. Employees receiving advanced or specialized training may, upon completion of such training program:

- a. be assigned or transferred to positions which will allow them to utilize training received
- b. be assigned to specific duties within their current assignments which would allow use of training received
- c. be required to instruct other persons.

6. Credit received for the completion of any specialized training course may be used by the officer to satisfy mandatory department or state training requirements, to include:

- a. mandatory in-service training

- b. annual training.

#### H. ADVANCED TRAINING

1. *Advanced training* is usually provided through facilities outside the department and is designed to impart higher-level management and technical skills to participants.
2. Employees to receive advanced training will be selected by the Chief of Police, using the following criteria:
  - a. employees who have either distinguished themselves as possessing certain management capabilities, strengths or interests, *or*
  - b. employees who have demonstrated professional competence and have shown progression in overall development through evaluations, supervisory recommendations or training assessments.
3. Credit received for the completion of any advanced training course may be used by the officer to satisfy mandatory department or state training requirements, to include:
  - a. mandatory in-service training
  - b. annual training.

#### 33.7.1 A

#### I. CIVILIAN EMPLOYEE TRAINING

1. Each civilian employee will receive, as soon as practical after hiring, the following minimum training from their immediate supervisor:
  - a. orientation to the department's mission, goals, policies and procedures
  - b. information concerning:
    - 1) working conditions and regulations
    - 2) the responsibilities and rights of employees
    - 3) applicable regulations pertaining to release, confidentiality, and security of department records.
2. The following resources, as minimum, will be used to provide this training:
  - a. *City of Lynchburg Employee Handbook/Online Policy Manual*

#### 33.7.1 B

#### 33.7.1 C

## 33.7.2

- b. appropriate unit/department manuals
3. Each new civilian employee will attend a City-sponsored orientation program to obtain information concerning:
  - a. employee benefits
  - b. the grievance procedure
  - c. the Employee Assistance Program
  - d. other related information.
4. Each employee will receive supervised on-the-job training to meet requirements identified in that employee's specific job description.
5. Civilian positions for which training is required as soon as practical are as follows:
  - a. Property and Evidence Section employees:
    - 1) applicable laws, regulations, and procedures pertaining to handling of property and evidence
  - b. Animal Wardens - Basic Training for Animal Wardens
  - c. Wildlife Management Specialist:
    - 1) applicable city ordinances and department policies
    - 2) legal responsibilities
    - 3) safety-related responsibilities
    - 4) firearms training (if applicable)
6. Unit supervisors will be responsible for ensuring that appropriate job-related training, including annual retraining if required to update skills and knowledge, is received by each civilian employee.
  - a. As necessary, such training will be conducted within and between daily job functions.
  - b. The supervisor will make available all training information to the chain of command and the Personnel and Training Unit Lieutenant.

7. Training opportunities appropriate to individual job needs (i.e. attendance of local seminars, workshops, lectures, etc.) may be provided to civilian employees when available.
8. Records of all civilian training will be maintained by the Personnel and Training Unit Lieutenant.

## 33.1.3

J. TRAINING REIMBURSEMENTS

1. The LPD Accounts Payable Clerk may provide for a travel advance to those persons attending training, which will:
  - a. be based on the cost index of the area where the training session will be held and the length of the course
  - b. cover expenses for room and meals, in accordance with department and City policy.
  - c. cover tuition costs
  - d. cover reasonable transportation costs, in accordance with department and City policy.
  - e. *not* cover the purchase of alcoholic beverages or entertainment expenses
2. The traveler will:
  - a. maintain an itemized log of expenses
  - b. utilize the credit card provided by the City when possible and maintain itemized receipts for all purchases
  - c. complete a detailed travel expenditure summary on return to duty.
3. Those authorized to attend a training session and do not receive advanced funds will be reimbursed based on the same criteria as those receiving an advance.

## 33.1.5

K. REMEDIAL TRAINING

1. Remedial training will provide for the improvement of employee skills and will not necessarily be considered disciplinary in nature.
2. Remedial training may be conducted by department employees or other training resources, as deemed appropriate by the Chief-of-Police.

3. Remedial training received will be documented in the employee's Personnel File and Training File.
4. Firearms remedial training procedures are documented in LPD directive PD-0303 *Firearms Qualifications*.

*Original Signed*

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Parks H. Snead  
Chief of Police

May 9, 2013

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Date