



CITY OF FAIRFAX POLICE DEPARTMENT

GENERAL ORDER

Subject IN-SERVICE TRAINING	Number 5-6
Effective Date September 28, 2015	Rescinds General Order 5-6, dated 11-1-12
Accreditation Standards Fifth Edition 33.5.1 thru 33.6.1	Authority Colonel Carl R. Pardini Chief of Police

PURPOSE:

To establish departmental policy on training as an ongoing function. To provide procedures for in-service training, including specialized training, roll call training and educational assistance.

POLICY:

Training has often been cited as one of the most important responsibilities in any law enforcement agency. Training serves three broad purposes. First, well trained officers are generally better prepared to act decisively and correctly in a broad spectrum of situations. Second, training results in greater productivity and effectiveness. Third, it fosters cooperation and unity of purpose.

DISCUSSION:

This directive addresses educational assistance and the following categories of in-service training:

- Annual Retraining
- Firearms Recertification
- Mandatory In-Service Retraining (M.I.R)
- Roll Call Training
- Specialized Training.

PROCEDURE:

I. TRAINING

- A. Training is a function of discipline. The department supports active participation in contemporary training programs and recognizes the need to use training to encourage the behavior and performance standards it expects. Supervisors are accountable for ongoing training of members under their supervision.
- B. Supervisors are encouraged to emphasize training in their approach to discipline. Roll call training is provided routinely to provide officers with blocks of instruction concerning new laws or ordinances, police procedures or techniques. Roll call topics generally take no longer than one hour to instruct.
- C. Line supervisors are in the best position to make an early detection of a demonstrable need for additional training for groups or individuals under their supervision.
- D. Recommendations for advanced or remedial training should be made by supervisors to the Professional Standards Division whenever:
 1. Advanced training would benefit individuals or groups by bringing about “state of the art” procedures.
 2. Remedial training is demonstrably needed by a member based on known performance when compared to the existing training record.

3. Outside training compliments the goals and objectives of the department; or
 4. The result of an Administrative Investigation reveals a training deficiency.
- E. The Professional Standards Division is responsible for the establishment and overall continuity of training programs. The Training Committee helps identify training needs.

II. DEPARTMENT RETRAINING

- A. The department's annual retraining program is inclusive of Firearms Recertification, MIR, Specialized Training and Roll Call Training. The department uses both the NVCJTA and outside sources in these retraining efforts.
- B. All formal training courses conducted by the department will be reviewed and approved by the Professional Standards Division Commander. Lesson plans will include, at a minimum:
1. The name of the certified instructor teaching the course and the training topic
 2. A statement of performance and job-related objectives
 3. The content of the training and instructional techniques
 4. Any proficiency test used in the training process (33.1.4)
- C. Program Development
1. The following resources are used by the Professional Standards Lieutenant in determining needs and providing direction for training program development:
 - a. The Career Development Program.
 - b. Inspection reports.
 - c. Staff reports and/or meetings.
 - d. Consultation with field personnel and field observation.
 - e. Training Committee reports.
 - f. Training evaluations.
 - g. Annual Performance Evaluations.
- D. At the beginning of each calendar year, supervisors and commanders will complete an Individual Yearly Training Plan (PD-181), for each member under their direct supervision. In developing the individualized plans, supervisors should consider the following:
1. Long and short term career goals of individual members.
 2. Relevant needs related to the member's current or proposed duty assignment.
- E. The Professional Standards Lieutenant will assist in the development of the training plans and once finalized, the training plans should be forwarded to the Professional Standards Lieutenant through the member's Division Commander.
- F. The Professional Standards Lieutenant will meet with each Division Commander and review each training plan and schedule training that is identified as relevant/critical to the mission of the department and/or professional development of the member.
- G. All requests for training, including those classes requested in the Individual Yearly Training Plan, shall be sent through the member's chain of command to their Division Commander who will either approve or disapprove the training request. If approved, the Division Commander will send the request to the Professional Standards Lieutenant who will attempt to schedule the training. Requests that are not included in the member's Individual Yearly Training Plan shall be submitted in the form of a memorandum.

- H. Members who need to make specialized travel arrangements should include in the memorandum the total cost for the training including airfare, hotel accommodations and registration. This memorandum will be forwarded by the Division Commander to the Deputy Chief for final approval based on budgetary considerations.
- I. All scheduled training shall be considered a mandatory duty assignment unless specifically identified as optional. All absences from scheduled training require prior approval from the Professional Standards Lieutenant, or if unavailable, the Professional Standards Division Commander. Unexcused absences will be considered an absence from duty.
 - 1. Once a member receives notification that they are enrolled in training, it becomes the member's responsibility to either attend the training or receive authorization to be excused.
- J. The Professional Standards Lieutenant will evaluate additional training opportunities received/identified throughout the calendar year and will forward a recommendation to the appropriate Division Commander when it is identified as meeting a department need or individual training plan.
- K. Departmental retraining is designed to ensure that members are kept up to date with new laws, technological improvements, and revision of department policy, procedures, rules and regulations. Annual retraining may be used to supplement:
 - 1. Promotional training.
 - 2. Training prior to assignment to a specialized position.
 - 3. Executive development training for higher ranking officers.
- L. The retraining program is structured in such a way as to motivate experienced officers and to further professionalize the department. The annual retraining program may include the following topics:
 - 1. Firearms Recertification (See General Order 5-7, Police Range).
 - 2. Department policy, procedures and rules and regulations, with emphasis on changes.
 - 3. Statutory or case law affecting law enforcement operations, with emphasis on changes.
 - 4. The functions of agencies in the local criminal justice system.
 - 5. Exercise of discretion in the decision to invoke the criminal justice process.
 - 6. Interrogation and interviewing techniques.
 - 7. Department policy on the use of force, including the use of deadly force.
 - 8. Emergency medical services.
 - 9. The performance evaluation system.
 - 10. Emergency fire suppression techniques.
 - 11. New or innovative investigative or technological techniques or methods.
 - 12. Hazardous materials incidents.
 - 13. Contingency plans, including those relating to special operations and unusual occurrences.
 - 14. Crime prevention policies and procedures.
 - 15. Collection and preservation of evidence.
 - 16. Report writing and records system procedures and requirements.
 - 17. The accreditation process.
- M. Various training bulletins are obtained by subscription; topics from these training bulletins are incorporated in the annual retraining program or provided to supervisors for roll call training. Example publications are:
 - 1. The Law Officer's Bulletin (U.S. Supreme Court)
 - 2. The Law Officer's Bulletin (Trends and Developments)
 - 3. Arrest Law Bulletin
 - 4. Search and Seizure Bulletin
 - 5. Drug Enforcement Update (CID only)
 - 6. Narcotics Bulletin (CID only).

III. MANDATORY IN-SERVICE RETRAINING

- A. Mandatory In-Service Retraining (MIR) is governed by the Virginia Department of Criminal Justice Services (DCJS). This training includes compulsory attendance every other calendar year in approved classes and documentation of annual firearms qualification.
- B. Compulsory In-Service Training Standards include 34 hours of career development, 4 hours designated as legal training and two hours of cultural diversity training.
- C. Officers are encouraged to read the Department Training Bulletin Board and consult the NVCJTA website making their preference of an MIR subject known to the Professional Standards Lieutenant through the completion of their Individual Yearly Training Plan.
- D. Officers should review the Career Development Plan to aid them in making choices for requested training. Additional consideration should be given to career development recommendations made by their supervisor during the annual performance evaluation process.

IV. ROLL CALL TRAINING.

- A. Roll call training is a supplement to other training. The goal of roll call training is to keep officers up to date between the more formal classroom retraining sessions.
- B. Roll call training is normally presented by Lieutenants/Sergeants, Professional Standards Lieutenant, or other instructors scheduled by the Professional Standards Lieutenant.
- C. Training sessions usually last one to several hours.
- D. Topics for roll call training, to be included in the annual Roll Call Training Plan, should include those found in Section II, L of this directive and a periodic review of the training bulletins listed in Section II, M.
- E. Following roll call training, Lieutenants forward a Training Documentation Form (PD-161), to the Professional Standards Lieutenant documenting the training received and providing the Professional Standards Lieutenant with feedback concerning outside instructors.
- F. Officers from the Criminal Investigations Division and Support Operations Division may be required to attend selected roll call training sessions in addition to roll call. This will enhance relationships between the divisions and provide for exchange of information.

V. SPECIALIZED TRAINING

- A. The specialized training program includes:
 - 1. Development/enhancement of the necessary skills, knowledge and abilities needed as a member of the section or unit.
 - 2. Information on the function and objectives of the section.
 - 3. Performance standards of the function or component.
 - 4. Department policies, procedures, rules and regulations specifically related to the function or component.
 - 5. Supervised on-the-job training.
- B. Officers assigned to specialized sections or duties (motorcycle, EST, detective) etc., should successfully complete specialized training prescribed in the position or job description as soon as practical after assignment or prior to assignment when possible. Requirements for specialized training may also be found in the department's Career Development Plan.
- C. Specialized training may include advanced training such as the FBI Academy, POLEX, the Virginia Academy of Forensic Science, and the Institute for Leadership in Changing Times (ILCT).

VI. EDUCATIONAL ASSISTANCE

1. The department encourages officers to achieve a minimum of a bachelor's degree from an accredited college or university by taking advantage of the City's Educational Assistance Program. See also Administrative Regulation 7-1 (City Employee Educational Assistance Program) and the City of Fairfax Police Department Career Development Program.

VII. TRAINING RECORDS RETENTION

- A. All training records pertaining to law enforcement certifications become a part of the employee's personnel file. These records will be retained pursuant to the Library of Virginia Records and Retention Schedule GS-03.

Colonel Carl R. Pardiny / Chief of Police

[Attachment A: Training Room Protocol](#)
[Attachment B: Training Room Use Report](#)
[Attachment C: Training Room Rules & Regulations](#)
[Attachment D: Training Request Memorandum](#)
[Attachment E: Individual Yearly Training Plan](#)
[Attachment F: Training Documentation Form](#)

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