



CITY OF FAIRFAX POLICE DEPARTMENT

GENERAL ORDER

Subject <b>CIVILIAN TRAINING</b>	Number 5-8
Effective Date February 25, 2016	Rescinds General Order 5-8, dated 8-28-07
Accreditation Standards Fifth Edition 12.2.2, 33.5.3, 33.6.1, 337.1, 33.7.2	Authority Colonel Carl R. Pardiny Chief of Police

PURPOSE:

To establish a training program for civilian members of the City of Fairfax Police Department.

POLICY:

Civilian members should be trained to meet the requirements of job responsibilities as identified in their position description. Training for civilian members who predominantly deal with citizens should stress not only the skills necessary to perform the technical aspects of their position, but also the importance of the link they provide between the citizen and the department, which often shapes a citizen's opinion of the department.

DISCUSSION:

N/A

PROCEDURE:

I. ORIENTATION

- A. All newly appointed civilian members must first receive orientation by the Office of Personnel. This orientation includes:
  - 1. Issuance of City of Fairfax Employee Handbook.
  - 2. Review of employee benefits packet.
  - 3. Review of Risk Management video.
  - 4. Review of any other pertinent information and topics which include:
    - a. Employee Assistance Program
    - b. Loss Control and Safety Program, AR 7-10
    - c. Sexual Harassment and Racial Discrimination, AR 7-11
    - d. Employee Incentive Awards Program, AR 7-14
    - e. Life Threatening Infectious Diseases, AR 7-21
    - f. Employee Driving Records, AR 7-22
    - g. Attendance and Leave Policy, AR 7-2
    - h. Employee Performance Evaluation manual.
  
- B. The immediate supervisor of a newly appointed civilian member is responsible for ensuring the employee receives the following training:
  - 1. Orientation to the department's role, purpose, goals, policies, and procedures.

2. Working conditions and regulations; and
3. Responsibilities and rights of employees.
4. Ensuring that the member is granted Power DMS privileges or advised of the location of the General Duty Manual (available from the Professional Standards Division).
5. Seeing that the member is issued a copy of the City's Administrative Regulations (available from the Professional Standards Division).
6. The immediate supervisor provides necessary training regarding all pertinent directives from the General Orders which are deemed applicable to the employee's job responsibilities. A signed Statement of Understanding for those directives should accompany such training.
7. Making arrangements for the new member to receive familiarization training from the Professional Standards Division concerning the department's accreditation and CALEA (if applicable).

## II. BASIC TRAINING

- A. Any employee who drives a City vehicle as part of their regular duties is required to attend the City's Defensive Driving Class which is conducted and scheduled by the Risk Manager.
- B. Training proficiency levels for employees is documented on a bi-monthly Interim Evaluation (PD-42A) during the probationary first year of employment.
- C. Dispatchers:
  1. Dispatchers are required to complete 80 hours basic dispatcher training at the Northern Virginia Criminal Justice Training Academy, or other approved training facility, within the first year of employment.
  2. Dispatchers must also become certified operators for VCIN and obtain re-certification every two years.
- D. Animal Control Officer:
  1. Animal Control Officers receive on the job training in the capture and handling of animals, dealing with citizens, legal requirements and enforcement measures.
  2. Animal Control Officers may be sent to specialized training such as Use of Immobilization Devices and Van Operation School.
  3. Animal Control Officers receive training in the use of the departmentally issued immobilization gun. This training is repeated semi-annually throughout the Animal Control Officer's career.
  4. Animal Control Officers shall receive training in the use of departmental issued OC spray and ASP Baton.
  5. Per Virginia State Code section 3.2-6556, Animal Control Officers are required to complete a basic animal control course approved by the State Veterinarian **within 2 years of their hire date**. This requirement shall not apply to Animal Control Officers hired prior to July 1, 1998. The State Veterinarian may grant exemptions from this requirement to Animal Control Officers hired on or after July 1, 1998 based on the Animal Control Officer's previous training. **Every 3 years**, Animal Control Officers shall complete an additional 15 hours of animal control training approved by the State Veterinarian.

## E. Parking Enforcement Officials/School Crossing Guards:

1. Parking Enforcement Officials/School Crossing Guards receive on the job training from the Traffic Services Sergeant. Such training should include the legal, safety, and coordinative responsibilities of assignments, including dealing with the public.
2. Roll call training on applicable policies and procedures is provided by the Support Operations Lieutenant or Traffic Services Sergeant.
3. The Traffic Services Sergeant certifies the training proficiency of Parking Enforcement Officials and School Crossing Guards through a memorandum to the Support Operations Lieutenant and Division Commander before they are assigned to work alone. The Support Operations Division Commander then forwards the training certification, through the chain of command, to the Professional Standards Lieutenant for retention in the member's training file.

## F. Other Employees:

1. Other civilian employees receive on the job training in accordance with responsibilities found in their position descriptions.
2. Any additional outside training is contingent on the required knowledge, skills and abilities for the position filled.

## III. IN-SERVICE CIVILIAN TRAINING

- A. A variety of in-service civilian training opportunities are available to civilian members. Members should check with the Professional Standards Lieutenant to determine available courses.
- B. Request for any in-service training is made by the member in writing through the appropriate chain of command to the Professional Standards Lieutenant using the Training Request Memorandum. Supervisors in the chain are to comment as to approving or denying the specific course. Requests which are denied are not forwarded through the chain.
- C. Annual retraining for civilian personnel is available. Available topics may include the following:
  1. Department policy, procedures and rules and regulations, with emphasis on changes.
  2. CPR and AED
  3. The performance evaluation system.
  4. Records system procedures and requirements.
  5. Computer software programs (Microsoft Word, Excel, etc.).
  6. Stress Management/Burnout for Communications.
  7. Critical Incident/Officer survival for Communications.
  8. VCIN certification/re-certification.
  9. Fingerprint classification.
  10. Information Management seminars.

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Colonel Carl R. Pardiny / Chief of Police

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