

# Northern Virginia Criminal Justice Training Academy

## Site Visit Report

### Description of Training Organization

Every person employed as a permanent full-time Law Enforcement Officer, Jailer/Custodial Officer, Civil Process/Court Security Officer or Correctional Officer must meet compulsory minimum training standards. The Virginia Department of Criminal Justice Services (DCJS) establishes these standards. Attending and graduating from an approved school can satisfy the minimum training requirements. The DCJS certifies the Northern Virginia Criminal Justice Training Academy as an approved Training School. The Academy is under the administrative control of the DCJS, and must be re-certified by the DCJS every three years. Our current certification is valid until April 25, 2005.

The Academy is located in Ashburn (Loudoun County), Virginia and serves seventeen participating agencies: (1) the Alexandria Police Department, (2) Alexandria Sheriff's Office, (3) Arlington County Police Department, (4) Arlington County Sheriff's Office, (5) City of Fairfax Police Department, (6) City of Falls Church Police Department, (7) City of Falls Church Sheriff's Office, (8) Fauquier County Sheriff's Office, (9) George Mason University Police Department, (10) Leesburg Police Department, (11) Loudoun County Sheriff's Office, (12) Manassas City Police Department, (13) Manassas Park City Police Department, (14) Middleburg Police Department, (15) Purcellville Police Department, (16) Washington Metropolitan Area Transit Police, and the (17) Metropolitan Washington Airports Authority Police. The current sworn officer population exceeds 2,200 personnel.

This Academy is the largest regional law enforcement training facility in Virginia. Trainees attending the entry-level Basic Schools must first be hired by one of our participating agencies as either a police officer or a deputy sheriff before coming to the Academy for training. Basic training must be completed within twelve months of the date of hire of the trainee.

The Academy trains entry-level law enforcement officers in our Basic Schools and certified law enforcement officers in our In-Service Schools. The basic training curriculum (776 hours for police officers and 936 hours for deputy sheriffs) is designed to orient new officers and deputies to the diverse day-to-day challenges experienced by law enforcement personnel. After meeting Basic Training standards, each state certified law enforcement officer must comply with compulsory In-Service training standards. The state requires 40 hours of In-Service training biennially; four hours of legal instruction and thirty-six hours of career development/elective subjects.

### *History and Background*

The Northern Virginia Police Academy was established in 1965 to provide the highest level of professional police training through the development, operation, and presentation of a standardized recruit-training program. The original Academy building, consisting of one classroom and an office next to the Fairfax County outdoor pistol range, was located on Popes Head Road in Fairfax County. This location hosted the first eight academy sessions.

In 1968, the Academy moved to another location on Popes Head Road, which also housed the Virginia National Guard. The Academy increased to two classrooms and six small staff offices. When weather conditions precluded outdoor activity, chairs and tables were removed and physical training and defensive tactics were conducted in these same two classrooms.

Academic recognition of Academy training activities originated with The American University which granted nine course hours for successful completion of the academy. In 1976, the Academy became affiliated with the Northern Virginia Community College, headquartered in Annandale, Virginia. With this affiliation, each police officer and deputy sheriff who successfully graduates from the Academy's Basic Law Enforcement School or Combined Basic Deputy Sheriff School now receives up to 28 college semester hours.

The Police Academy was renamed the Northern Virginia Criminal Justice Academy in 1977 by the Board of Directors to reflect the broad-based training being provided to all law enforcement officers in Northern Virginia.

In May of 1978, the Academy moved to a renovated elementary school building on Main Street in Fairfax City. In 1982 the Academy became one of seven state certified regional academies entitled to receive funding from the state.

In August 1984, the academy moved to a converted elementary school in Arlington, Virginia. The Academy staff increased, as did training hours. Curriculum subject areas changed to better prepare students for their careers in the law enforcement profession.

Planning began in June of 1992 to locate and fund a permanent location for the Northern Virginia Criminal Justice Academy. The process was completed in August 1993 when the Academy moved into our permanent facility located in Ashburn, Virginia.

In March of 1995, the Academy achieved the distinction of being the first criminal justice training institution in the nation to be certified by the Commission on Accreditation for Law Enforcement Agencies and was successfully re-certified in 1998 and 2001. The Academy was re-chartered by the state in 1997 and became a legal entity under the title of the Northern Virginia Criminal Justice Training Academy.

In 1998, the Academy became the first certified academy in Virginia to implement the new state mandated training standards for entry-level law enforcement officers. These standards increased both the evaluated training criteria, from 434 to 1,357, and the length of the basic course, from 15 to 20 weeks.

In 1999, the Academy implemented a Combined Basic Deputy Sheriff School with the new mandated Law Enforcement program. This increased the length of training to 24 weeks. The graduating Deputy Sheriffs now receive certifications as a Jailer, Court Security/Civil Process Officer and a Law Enforcement Officer.

In December, 2003, the Academy underwent an on-site assessment by a CALEA assessment team. The team determined that the Academy was in compliance with all applicable standards and submitted a favorable report to the Commission on Accreditation. The Academy received its CALEA accreditation on March 21, 2004. This Academy is only the third academy to receive such accreditation.

### *Organization*

The governing body of the Academy is comprised of a Board of Directors consisting of executive officers from each of our participating agencies. The Academy is supervised on a day-to-day basis by an Executive Committee made up of participating Chiefs and Sheriffs who elect a Chairperson. The Executive Director is responsible for the management, administration and daily operation of the Academy and reports directly to the Executive Committee Chairperson.

The Academy is divided into five primary components: Basic Training, In-Service Training, Curriculum, Operations and Accreditation. Each of the components is supervised by a Manager.

The Academy employs a permanent, full-time staff of seventeen employees, and a part-time staff of three attorneys who teach legal classes. Eighteen sworn officers are temporarily assigned to the Academy on a full-time basis from our participating agencies on a rotational basis; they teach in the Basic Schools and their assignments are usually for three years.

#### *Facilities*

The main campus of the Academy is located in a 71,500 square foot two story building. The academy currently occupies 52,000 square feet of the building; the remainder is leased to county government agencies. The first floor is dedicated to classrooms and training areas, while the second floor houses offices and other administrative functions. The academy is located in the heart of a fast growing educational and training center that currently includes the Virginia Campus of George Washington University, The National Transportation Safety Training Academy, Response to Emergencies and Disasters Institute and soon the Hughes Medical Research Center.

In addition to the main academy building, the Academy currently utilizes the Charles E. Hill Police Firing Range which is located in the City of Alexandria, Virginia. This facility is a baffled outdoor firing range with a classroom that will accommodate up to twenty students. It consists of a 25 yard, automated 10-point turning target system range. The Academy is in the design phase of construction of a new state of the art firing range facility that will be located on the grounds of the Dulles International Airport.

In 1980, the Academy entered into an agreement with the Old Dominion Speedway in Manassas, Virginia for the use of their facilities, totaling 26-acres, to conduct Emergency Vehicle Operations training for member agencies. In 1990, the Academy purchased a classroom trailer in order to conduct classroom training on-site. In 1996, the classroom was updated to a modular facility that included office space. The Academy has provided computer capability upgrades as well as multimedia training systems at the facility. In 1999, the academy purchased a Skid Car system for skid control training. Currently, the Academy is in the design phase of the construction of a new Emergency Vehicle Operations Center (EVOC) that will be located in Nokesville, Virginia adjacent to the Prince William County Police Department's Criminal Justice Training Academy.

As the Academy continues to prepare for the future, management and staff are working to develop a Capital Improvement Plan that will continue to keep the academy on the cutting edge in the development and implementation of public safety training.

#### *Funding for Training*

As mentioned earlier, the academy receives funding from the state of Virginia, which is augmented by funds provided by the academy's law enforcement agencies. Member agencies provide a proportionate share of the academy's budget based on its sworn population in relation to the total sworn population of all participating agencies. The Academy's total budget for Fiscal Year 2004 is \$2,896,853.00.

#### *Recent Accomplishments*

This Academy continues to be a leader in providing training to public safety personnel as demonstrated by many of our recent accomplishments.

- Development and implementation of D.E.A.L. (De-escalate and Defuse; Empathize and Explain; Apologize; and Leave Them in Control) into the basic training program. This program was designed to train law enforcement personnel to De-escalate a situation where, for example, a citizen is stopped and it is determined it is the wrong person. The objective is to explain the reason for the stop, Apologize and Leave the citizen in control.
- Development and implementation of our new directive manual. As a part of the preparation for the CALEA onsite, the Academy reviewed its existing policies and procedures. The review resulted in the development of a new set of directives that mirrored the CALEA standards. This resulted in changes to the way the Academy conducts business and, consequently, increased the Academy's effectiveness.
- Development of our Field Training Instructor Program (FTIP). Building on a mentoring program that was designed for new instructors, the Academy formalized the process of acclimating a new instructor into the academy. The six-month program consists of assigning a Field Training Instructor who completes a checklist of specific tasks and provides weekly evaluation reports. The goal is to train new academy staff members in their duties and responsibilities, ensuring they are well versed in Academy curriculum, policies and procedures.
- Development of our Field Training Officers Training Program (FTO). This program was developed in concert with 23 field training officers/managers from participating agencies. The curriculum was developed to address specific FTO training needs for the Northern Virginia region by addressing specific job related duties and tasks that were in turn identified by the field training officers/managers.
- Acquisition of a new dispatch simulator. The Academy acquired a Telecommunications simulator that vastly improved the ability of the Basic Telecommunications instructors to present scenarios to trainees and evaluate their responses. This significantly lighter and more portable equipment allows for more effective use of the academy's facilities when scheduling training.
- Development of a memorandum of understanding between Fairfax County Police Department, Prince William Police Department and the Academy to share resources in providing quality in-service training programs. The goals of the program are to maximize resources and funds by sharing In-Service training among the three academies and, where possible, reduce duplication of effort.
- Development of a five-year strategic plan for the Academy. Prior to 2001 the Academy developed three-year plans. In an attempt to be more forward looking, the Academy converted to a five-year strategic plan. As years pass, the first year is dropped and a new one is added.
- Development and implementation of a command leadership program. This program is designed to develop the leadership skills of command staff so that they may effectively achieve and sustain success in their roles as executives within their agencies.
- Conducted regular meetings with firearms and defensive tactics trainers to discuss training needs.
- Conducted regular meetings with emergency telecommunication experts to discuss training needs and curriculum revisions.
- The Academy is playing a leading role in the development of a terrorism/intelligence-sharing network in the Northern Virginia area called the Terrorism Early Warning Group (TEWG). TEWG was developed in Los Angeles and is used throughout the United States. The Academy has been preparing member agencies and will initiate the project in 2004.

#### *Future Initiatives*

The following have been identified by the Academy as priorities for the future:

- Redesign and expand the current training facility to meet our training needs for the future. This includes construction of a large auditorium, expanding the defensive tactics training area, redesigning the scenario training area and utilizing the latest in training simulation.
- Construct a state of the art firearms training facility to meet the needs of the Academy and our member agencies for the next twenty years.
- Construct a state of the art Emergency Vehicle Operation Center incorporating simulation training with real driving experiences.
- Develop distance-learning capabilities to better assist us in providing training to our member agencies. The Academy recently learned that funding for a video conferencing capability was approved. This will give the Academy the ability to provide training at the academy and up to six separate locations simultaneously.
- Develop and conduct a Training Managers course in partnership with the International Association of Directors of Law Enforcement Standards of Training.
- Develop an instructor exchange program with academies both nationally and internationally.
- In partnership with the Department of Justice COPS Office and the National Institute of Ethics and Wills Interactive, develop a multi-media interactive ethics and integrity-training program.
- In partnership with the newly established Response to Emergencies and Disasters Institute, develop and implement training programs for law enforcement.
- Develop an annual, statewide instructor-training seminar to provide up-to-date training information and new techniques for presenting material and networking.
- Maintain our CALEA Accreditation.

### *Vision*

Recognizing that well trained criminal justice personnel are the cornerstones of a free and safe society, we are committed to a vision of the future that: (1) ensures quality, integrity, accountability, and cooperation; (2) encourages new ideas; (3) explores and uses appropriate technologies; and (4) delivers relevant, criminal justice training programs and services.

Our vision is to develop cutting edge training programs that will greatly enhance the ability of all Deputy Sheriffs and Police Officers to do their job with utmost integrity, responsibility, and professionalism.

### *Mission*

The mission of the Academy is to develop and deliver cutting edge training programs for all aspects of police and correctional work insuring increased efficiency, morale and expertise of Northern Virginia's criminal justice personnel in serving its communities, and to develop the physical facility known as Northern Virginia Criminal Justice Training Academy to meet the needs of the criminal justice community that we serve today and for tomorrow.

### *Values*

We at the Academy recognize that our values influence the way our police and deputy sheriffs develop integrity and professionalism. We are, and will be, committed to the following values:

#### *Character*

- We are disciplined and conscientious.
- We are role models to all of the students.
- We strive to be consistent in thought and action.
- We guide our conduct by a high standard of ethics.
- We are trustworthy and sincere in all of our actions

#### *Excellence*

- We provide excellent staffing and facilities.
- We meet nationally recognized law enforcement standards.
- We believe that good judgment is essential to competence.
- We pursue the latest in quality resources and training for our staff.
- We promote new initiatives and pursue new approaches to training.
- We are self-motivated and believe in the value quality of our product.
- We are dedicated to the improvement of the law enforcement profession.
- We understand that physical fitness is important to the image and performance of law enforcement professionals.

#### *Accountability*

- We understand and honor the public trust.
- We manage our resources effectively and efficiently.
- We are responsive to the concerns of our participating agencies and their communities.
- We promote open communication among ourselves, our students, and the agencies we represent.

#### *Cooperation*

- We strive to work as a team.
- We share a responsibility to serve the citizens of Northern Virginia.
- We seek to cultivate lasting professional relationships with our law enforcement colleagues.

#### *Conclusion*

At the Northern Virginia Criminal Justice Training Academy, we are dedicated to consistently providing state-of-the-art training to members of our participating jurisdictions and other personnel. Every effort is made to ensure the training we provide is legally viable and content valid in terms of currently accepted practices and procedures of the judicial system and the law enforcement community.

### **Source of Official Student Records**

In order to award credit, colleges and universities require proof of completion of coursework issued by the training organization. A student who has completed training provided by the Northern Virginia Criminal Justice Training Academy may obtain such records of this training by contacting:

Curriculum Manager  
Northern Virginia Criminal Justice Training Academy  
45299 Research Place  
Ashburn, VA 20147-2600

### **Description of Training Programs**

The basic training program for law enforcement officers is in two parts: sheriff's deputies attend a four-week program to receive training in specifics of civil process, the courts, and custody, followed by a twenty-week law enforcement basic academy. Police officers attend only this twenty-week academy along with the sheriff's deputies. Total training time for the deputies is therefore twenty-four weeks (936 hours) and for the police officers is twenty weeks (776 hours). There is also a basic dispatcher academy and other programs being considered for review.

NVCJA provides training for: Arlington County Police Department, Fauquier County Sheriff's Office, Arlington County Sheriff's Office, George Mason University Police Department, City of Alexandria Police Department, Loudoun County Office of the Sheriff, City of Alexandria Office of the Sheriff, Metropolitan Washington Airports Authority Police, City of Fairfax Police Department, Middleburg Police Department, City of Falls Church Police Department, Purcellville Police Department, City of Falls Church Sheriff's Office Town of Leesburg Police Department, City of Manassas Police Department, Washington Metropolitan Area Transit Authority Police Department, City of Manassas Park Police Department.

**Location:** Northern Virginia Criminal Justice Training Academy, Ashburn, VA

**Length:** 20 weeks (776 hours); 24 weeks (936 hours)

**Program Objective:** This program prepares trainees for the performance of their duties as deputy sheriffs and law enforcement officers throughout the Commonwealth of Virginia.

**Learning Objective:** Upon successful completion of these programs, the graduates will be able to better perform duties of law enforcement officers within the Commonwealth of Virginia.

**Instructional Methods:** Traditional methods consist of lectures, workshops, visual aids, demonstrations, skill labs, self-directed, learning and field performance tasks.

**Learning Assessments:** Scenario-based learning, written and practical examinations.

### Description of Team

Three assessment consultants and one Criminal Justice Training Assessment coordinator were on the team. Below is a list of all participants; CJTA and Excelsior College have full curriculum vitae on file for each.

Brian A. Kinnaird, Ph.D.  
Director of Justice Studies  
Fort Hayes State University  
Hays, Kansas

Jon R. Duke, M.S.  
Associate Professor  
Department of Criminal Justice  
Missouri Valley College  
Marshall, Missouri

Kim M. Lersch, Ph.D.  
Associate Professor of Criminology  
University of South Florida  
Tampa, Florida

Eric Schultz, M.A.  
Assessment Coordinator  
Criminal Justice Training Assessment  
Albany, New York

### Description of Visit

From Wednesday, April 28th through Friday, April 30th, 2004, four representatives of the Criminal Justice Training Assessment Project conducted a site visit to the Northern Virginia Criminal Justice Training Academy in Ashburn, Virginia to assess the Basic Law Enforcement and Combined Deputy Sheriff Schools' training curriculum.

On the first day, the team assembled at the Northern Virginia Criminal Justice Training Academy. A brief organizational meeting and introduction took place between the visiting assessment team and the academy staff. The assessment team then began the initial breakdown of the training curriculum and started the assessment process. The team determined that the remainder of the day would be spent organizing the various subject modules of the training program into familiar college course content areas, and subsequently reviewed. Once agreed upon, the course areas (or clusters) were further discussed and then assigned to a specific team member for review to begin that day.

Consultant Kinnaird reviewed the Basic Dispatcher School, Emergency First Responder, Health & Wellness, Introduction to Firearms, Introduction to Criminal Procedure, Introduction to Patrol Skills, and the Legal & Ethical Issues in Law Enforcement blocks of instruction. Consultant Lersch reviewed the Human Relations and Special Populations in Corrections, Human Relations and Special Populations in Law Enforcement, Introduction to Corrections, Introduction to Criminal Law, Introduction to Substantive Legal Aspects, and the Legal & Ethical Issues in Corrections blocks of instruction. Consultant Duke reviewed the Introduction to Criminal Investigations, Introduction to Patrol Procedures, and the Virginia Traffic Codes and Procedures blocks of instruction.

The above list of courses was developed from program and subject information provided by the Northern Virginia Criminal Justice Training Academy. The team began the second day by finalizing the review of the assembled blocks of instruction, completed its review of program materials, and discussed the credit recommendations in detail. The team held an exit interview at day's end with academy staff and agency representatives. The discussion covered the initial findings and spent considerable time in discussion with staff regarding potential use of the assessment's results by academy graduates the assessment visit's impact upon the agency.

### Credit Recommendations

#### Summary of Credit Recommendations

<b>Program:</b> Basic Law Enforcement School	
Emergency First Responder	1 credit
Health and Wellness	2 credits
Human Relations and Special Populations in Law Enforcement	3 credits
Introduction to Criminal Investigations	3 credits
Introduction to Criminal Law	3 credits
Introduction to Criminal Procedure	3 credits
Introduction to Firearms	2 credits
Introduction to Patrol Procedures	3 credits
Introduction to Patrol Skills	2 credits
Introduction to Substantive Legal Aspects	1 credit
Legal and Ethical Issues in Law Enforcement	2 credits
Virginia Traffic Code and Procedures	3 credits
<b>TOTAL</b>	<b>28 Credits</b>

<b>Program:</b> Combined Basic Deputy Sheriff School	
Emergency First Responder	1 credit
Health and Wellness	2 credits
*Human Relations and Special Populations in Corrections	2 credits*
Human Relations and Special Populations in Law Enforcement	3 credits
*Introduction to Corrections	3 credits*
Introduction to Criminal Investigations	3 credits
Introduction to Criminal Law	3 credits
Introduction to Criminal Procedure	3 credits
Introduction to Firearms	2 credits
Introduction to Patrol Procedures	3 credits
Introduction to Patrol Skills	2 credits
Introduction to Substantive Legal Aspects	1 credit
*Legal and Ethical Issues in Corrections	2 credits*
Legal and Ethical Issues in Law Enforcement	2 credits
Virginia Traffic Code and Procedures	3 credits
<b>TOTAL</b>	<b>35 Credits</b>

\*All personnel attending the Northern Virginia Criminal Justice Training Academy, regardless of agency, attend the same initial 20-week training curriculum. Deputy Sheriffs, though, attend an additional 4 weeks of training with an emphasis in corrections and correctional practices.

*Program:* Basic Dispatcher School  
Basic Dispatcher School

1 credit

#### Course Descriptions

##### **Basic Dispatcher School** (1 credit, lower division)

*Program:* Basic Dispatcher School

*Location:* Northern Virginia Criminal Justice Training Academy, Ashburn, VA

*Length:* 80 hours

*Dates:* April 2002 through June 2009

*Objectives:* Identify the skills necessary in dealing (interacting) with difficult people. List and define cycles of communication, including effective listening skills. Understand and become familiar with diversity groups and how effective communication should be modified in relationship to those groups. Explain the importance of emergency plans and what the responsibilities are for dispatchers in execution of those plans. Understand the application of ethics to the role of the police dispatcher. Identify civil liability issues in respect to dispatcher procedures and protocols. Define and explain characteristics of crisis intervention and victimology. Identify and illustrate job stressors and the impact of stress management systems on the role of the dispatcher.

*Instruction:* Students must complete no fewer than: two hours of "Communicating with Difficult People," two hours of "Creative Call Taking," two hours of "Cultural Diversity," two hours of "Emergency Plans and Disasters," two hours of "Ethics," four hours of "Legal," two hours of "Listening Skills," two hours of "Psychological Factors," eight hours of Radio Procedures," one hour of "Role of the Dispatcher," two hours of "Rules Governing Communications," four hours of "Stress Management," two hours of "Team Building," and eight hours of "Telephone Procedures." Instructional methods for this course include lectures supplemented with media presentations and practical application exercises. Evaluation methods include written examinations and practical application exercises.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, one semester credit.

##### **Emergency First Responder** (1 credit, lower division)

*Program:* Basic Law Enforcement School & Combined Basic Deputy Sheriff School

*Location:* Northern Virginia Criminal Justice Training Academy, Ashburn, VA

*Length:* 21 hours

*Dates:* April 2002 through June 2009

*Objectives:* Identify and recognize general "in-progress" patrol requirements for law enforcement duty such as alarms and prowler complaints. Identify and recognize drug courier indicators, becoming familiar with techniques and procedures relating to officer and drug canine units. Identify hazardous materials such as toxic gases, liquids, or spilled materials. Identification and discussion of bomb threat considerations. Demonstrate familiarization of metro rail stations and station cars relative to safety and configurations. Identify pre-incident indicators of domestic and foreign terrorism and applicable emergency first-response duties of the law enforcement officer.

*Instruction:* Students must complete no fewer than: two hours of "Disasters and Explosive Incidents," two hours of "Hazardous Materials," three hours of "In-Progress Calls," eight hours of "Law Enforcement Response to Terrorism," two hours of "Metro Rail Safety Procedures," and four hours of "Operation Alert." Instructional methods for this course include lectures supplemented with media presentations, practical application demonstrations. Evaluation methods include written examinations and practical application exercises.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, one semester credit.

##### **Health and Wellness** (2 credits, lower division)

*Program:* Basic Law Enforcement School & Combined Basic Deputy Sheriff School

*Location:* Northern Virginia Criminal Justice Training Academy, Ashburn, VA

*Length:* 165 hours

*Dates:* April 2002 through June 2009

*Objectives:* Identify and understand basic purposes for control and self-defense use of force issues. Demonstrate comprehensive control and self-defense techniques including: handcuffing, baton, principles of blocking, pain compliance tools, pat downs and full-body searches, vehicle extractions, weapon retention, weapon takeaways, aerosol irritants, knife defense, foot pursuits, takedowns and active countermeasures. Demonstrate the proper use and handling of flashlights during dynamic illuminations. Identify and demonstrate the responsibilities of the first responder as it relates to first aid and CPR. Identify and describe the care and process of childbirth as is required during emergencies for first responding officers. Participate in physical training objectives for overall health and well-being.

*Instruction:* Students must complete no fewer than: seventy-four hours of "Defensive Tactics," sixteen hours of "F.A.C.T.S. (CPR and First Aid Training)," seventy hours of "Physical Training," and five hours of "Stress Management." Instructional methods for this course include lectures supplemented with media presentations, practical application demonstrations. Evaluation methods include written examinations and practical application exercises.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits.

##### **Human Relations and Special Populations in Corrections** (2 credits, lower division)

*Program:* Combined Basic Deputy Sheriff School

*Location:* Northern Virginia Criminal Justice Training Academy, Ashburn, VA

*Length:* 35 hours

*Dates:* April 2002 through June 2009

*Objectives:* Identify the principles and operational aspects of direct supervision. Explain how the principles of direct supervision are translated into a variety of situations, including populations under institutional and community control and substance abuse treatment programs. Recognize the necessity for effective interpersonal communications in the correctional setting especially as it relates to the principles of direct supervision. Discuss supervisory skills that can result in positive behavioral changes in inmates. List the effectiveness of poor or ineffective supervisory techniques. Identify the characteristics and the needs of special inmate populations.

*Instruction:* Students must complete no fewer than: one hour of "Community Relations: Communications and Crisis (IPC)," one hour of "Crisis Intervention (IPC Class)," two hours of "Hostages and Disturbances," two hours of "Inmate Discipline," twelve hours of "Interpersonal Communications," six hours of "Unusual Prisoners," two hours of "Behavioral Dimensions of Direct Supervision," one hour of "Community Relations: Probation and Parole," one hour of "Community Relations: Work Release," four hours of "Inmate Supervision," two hours of "Sequestered Juries/Witnesses," and one hour of "Stress Management." Instructional methods for this course include lectures supplemented with media presentations. Evaluation methods include written examinations.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits.

**Human Relations and Special Populations in Law Enforcement** (3 credits, lower division)

**Program:** Basic Law Enforcement School & Combined Basic Deputy Sheriff School

**Location:** Northern Virginia Criminal Justice Training Academy, Ashburn, VA

**Length:** 42 hours

**Dates:** April 2002 through June 2009

**Objectives:** Discuss the importance of positive community relations and its impact on law enforcement effectiveness. Recognize situations that may have a negative impact on community support. Discuss the history and evolution of police patrol practices. Explain the philosophy of community policing and its application. Discuss various crime prevention strategies and apply these tactics to a variety of commercial and residential settings. Discuss unique considerations for effective interactions with special populations in society, including the hearing impaired, juveniles, members of racial or ethnic minorities, dependent individuals, the mentally ill, as well as victims of crime. Explain Diplomatic Immunity protocols. Define interpersonal communications. Recognize the importance of effective communication in a variety of settings, including interactions with community members, suspects of crime, and for management of law enforcement personnel. Explain successful intervention strategies for assisting victims of crime.

**Instruction:** Students must complete no fewer than: one hour of "Citizen Recognition (DEAL)," three hours of "Communicating with the Hearing Impaired," eight hours of "Community Oriented Policing," two hours of "Crime Prevention," two hours of "Diplomatic Immunity," four hours of "Hostages, Barricades, and Raids," two hours of "Interpersonal Communications," four hours of "Intercultural Communications," one hour of "Juvenile Offenders," two hours of "Leadership," three hours of "Mental Illness Cases," two hours of "Missing Persons," one hour of "Mob and Crowd Control (Classroom)," two hours of "Proactive Patrol," two hours of "Suicide and Death Notification," one hour of "Telephone Communications," and two hours of "Victim-Witness Assistance Program." Instructional methods for this course include lectures supplemented with media presentations. Evaluation methods include written examinations.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, three semester credits.

**Introduction to Corrections** (3 credits, lower division)

**Program:** Combined Basic Deputy Sheriff School

**Location:** Northern Virginia Criminal Justice Training Academy, Ashburn, VA

**Length:** 46 hours

**Dates:** April 2002 through June 2009

**Objectives:** Discuss the various philosophies that have guided correctional systems throughout history. Identify important elements of contemporary correctional programs, including direct supervision, new generation jails, and alternatives to incarceration. Identify the correctional deputy's role and responsibilities in maintaining a secure environment, including such elements as the necessity for searches of persons and property and the proper procedures for such actions; proper classification and segregation of detainees; and recognizing factors that may lead to inmate escapes and other breaches of the secure environment. List Maslow's Hierarchy of needs and discuss how these needs assist in understanding the behavior of both inmates and staff. Discuss various aspects of inmate life. Explain the importance of leadership and proper management, especially as it relates to a direct supervision environment.

**Instruction:** Students must complete no fewer than: one hour of "Jail History," three hours of "Basic Security," four hours of "Cell and Person Search," two hours of "Classification," two hours of "Duties and Responsibilities of Court Security," one hour of "Escapes," two hours of "ID of Personnel/Package Control/Detection Devices," two hours of "Inmate Behavior," four hours of "Inmate Games, Deception and Manipulation," one hour of "Inmate Programs," one hour of "Inmate Security Issues," two hours of "Inmate Societies," two hours of "Inmate Workforce," one hour of "Jail Climate," two hours of "Key Control/Head Count," two hours of "Leadership and Direct Supervision," one hour of "Mission Statement," two hours of "New Generation Jails," three hours of "Principles of Direct Supervision," one hour of "Productivity/Self Fulfilling Prophecy," four hours of "Receiving and Discharging Inmates," and three hours of "Security Threat Groups (Gangs)." Instructional methods for this course include lectures supplemented with media presentations and practical application demonstrations. Evaluation methods include written examinations and practical application exercises.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, three semester credits.

**Introduction to Criminal Investigations** (3 credits, lower division)

**Program:** Basic Law Enforcement School & Combined Basic Deputy Sheriff School

**Location:** Northern Virginia Criminal Justice Training Academy, Ashburn, VA

**Length:** 41 hours

**Dates:** April 2002 through June 2009

**Objectives:** Identify elements needed to conclude if event was criminal or civil in nature. Discuss procedures of interviewing and interrogating victims and offenders of criminal events. Gain the ability to recognize a variety of evidence and the proper method of collecting and handling the evidence. To be aware of the many locations for obtaining information on subjects and the proper forms that may be required.

**Instruction:** Students must complete no fewer than: five hours of "Child/Elder Abuse," two hours of "Crime Information Systems (NCIC/VGIN)," four hours of "Crime Scene Investigation," three hours of "Gangs In North Virginia," six hours of "Handling Evidence," five hours of "Interviews and Interrogation," four hours of "Narcotics and Dangerous Drugs," three hours of "Sex Offenses," three hours of "Suspect Identification," two hours of "Vice," and four hours of "White Collar Crime." Instructional methods for this course include lectures supplemented with media presentations. Evaluation methods include written examinations.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, three semester credits.

**Introduction to Criminal Law** (3 credits, lower division)

**Program:** Basic Law Enforcement School & Combined Basic Deputy Sheriff School

**Location:** Northern Virginia Criminal Justice Training Academy, Ashburn, VA

**Length:** 58 hours

**Dates:** April 2002 through June 2009

**Objectives:** Discuss basic concepts dealing with the criminal law. Identify the necessary elements of a crime. Identify elements of various major crimes including homicide, robbery, assault, burglary, sex offenses, larceny, financial crimes, and arson. Discuss elements of various secondary crimes including drug and alcohol offenses, firearms violations, bribery, and trespassing. Explain the purpose and philosophy of the juvenile court. Discuss the constitutional protections for juveniles. Discuss elements of domestic violence. Apply knowledge of the criminal law to determine which, if any, criminal offenses have occurred.

**Instruction:** Students must complete no fewer than: two hours of "Crimes: Abduction and Robbery," four hours of "Crimes: Alcohol Offenses," two hours of "Crimes: Arson," three hours of "Crimes: Assaults and Wounding," two hours of "Crimes: Basic Law," one hour of "Crimes: Bribery," three hours of "Crimes: Burglary," five hours of "Crimes: Drugs," five hours of "Crimes: Firearms," three hours of "Crimes: Homicide," eight hours of "Crimes: Juvenile and Domestic Relations Law I & II," eight hours of "Crimes: Larceny and Financial Crimes," one hour of "Crimes: Parties to Crimes," one hour of "Crimes: Riots," six hours of "Crimes: Sex Crimes I & II," and four hours of "Crimes: Trespass 4." Instructional methods for this course include lectures supplemented with media presentations. Evaluation methods include written examinations.

**Credit Recommendation:** In the lower division associate/baccalaureate degree category, three semester credits.

**Introduction to Criminal Procedure** (3 credits, lower division)

*Program:* Basic Law Enforcement School & Combined Basic Deputy Sheriff School

*Location:* Northern Virginia Criminal Justice Training Academy, Ashburn, VA

*Length:* 41 hours

*Dates:* April 2002 through June 2009

*Objectives:* Recognize and apply various areas of legal procedures respective of specific law enforcement-related duties. Through written scenarios, the student will be required to identify and explain elements of search and seizure laws based upon the United States Constitution such as specific case laws, warrant requirements and exceptions to the warrant requirement. Additionally, the student will be expected to identify the types of asset forfeiture and how the laws related to forfeiture influence procedural caseloads; procedures specific to the handling of evidence such as identifying types and purposes of evidence, and the legal requirements of evidence for successful prosecution. Identify court organization and procedures relative to civil and criminal justice. List and describe the processes and requirements of courtroom testimony and to be familiar with the principles of effective presentation within that testimony.

*Instruction:* Students must complete no fewer than: two hours of "Asset Seizure and Forfeiture," five hours of "Court Organization and Procedure I and II," five hours of "Evidence I, II, and III," one hour of "Identification of Evidence," four hours of "Laws of Interrogation," eight hours of "Moot Court," twelve hours of "Search and Seizure I, II, and III," and four hours of "Testifying in Court." Instructional methods for this course include lectures supplemented with media presentations. Evaluation methods include written examinations.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, three semester credits.

**Introduction to Firearms** (2 credits, lower division)

*Program:* Basic Law Enforcement School & Combined Basic Deputy Sheriff School

*Location:* Northern Virginia Criminal Justice Training Academy, Ashburn, VA

*Length:* 52 hours

*Dates:* April 2002 through June 2009

*Objectives:* Identify and illustrate skills with basic police firearms (pistols, rifles and shotguns), principles, i.e., nomenclature, uses, grips, drawing and firing. Demonstrate proficiency with firearms principles through repetitive, written and practical scenarios given to the student on the range. Identify the application of warranted police shootings through practical, scenario-based training.

*Instruction:* Students must complete no fewer than: eight hours of "FATS/Simulations," forty hours of "Firearms (Range - 36hrs pistol, 6hrs shotgun)," three hours of "Introduction to Firearms (Classroom), and one hour of "Introduction to Shotgun (Classroom). Instructional methods for this course include lectures supplemented with media presentations, practical application demonstrations. Evaluation methods include written examinations and practical application exercises.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits.

**Introduction to Patrol Procedures** (3 credits, lower division)

*Program:* Basic Law Enforcement School & Combined Basic Deputy Sheriff School

*Location:* Northern Virginia Criminal Justice Training Academy, Ashburn, VA

*Length:* 55 hours

*Dates:* April 2002 through June 2009

*Objectives:* Identify the responsibilities of uniformed police officers. Recognize safety issues when contacting suspects and investigating criminal events. Develop proper procedures for use of patrol vehicles, communication equipment, and other law enforcement apparatus. Become aware of legal issues in arrests, warrants, civil matters, and use of chemicals or force.

*Instruction:* Students must complete no fewer than: two hours of "Animal Complaints," two hours of "Auto Theft," four hours of "Building Search," one hour of "Chemical Agents," two hours of "Contact and Cover," six hours of "Domestic Violence," four hours of "Dynamics of Armed Encounters," three hours of "Felony Vehicle Stops," three hours of "Introduction to Patrol," two hours of "Landlord/Tenant Disputes," two hours of "Liaison with ABC Board," one hour of "Noise Complaints," one hour of "Radio Procedures," four hours of "Report Writing," one hour of "Role of Law Enforcement," one hour of "Role of the Sheriff," four hours of "Traffic Stops," six hours of "Use of Force," two hours of "Vehicle Search," and four hours of "Warrant Service and Custody Procedures." Instructional methods for this course include lectures supplemented with media presentations and practical application demonstrations. Evaluation methods include written examinations and practical application exercises.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, three semester credits.

**Introduction to Patrol Skills** (2 credits, lower division)

*Program:* Basic Law Enforcement School & Combined Basic Deputy Sheriff School

*Location:* Northern Virginia Criminal Justice Training Academy, Ashburn, VA

*Length:* 67 hours

*Dates:* April 2002 through June 2009

*Objectives:* Identify principles of and practice/demonstrate emergency vehicle operations procedures including: avoidance, braking, general driving, use of emergency equipment, night driving, off-road recovery, and orientation. Identify and describe principles of civil liability and motor vehicle negligence as it relates to emergency vehicle operation. Identify the purposes of report writing and appropriate application of techniques through practical report writing exercises. Understand and demonstrate protocols related to the handling of crowds and hostile gatherings. Identify and demonstrate understanding of procedures relating to patrol duties, such as documentation of activities and the execution of those activities.

*Instruction:* Students must complete no fewer than: eight hours of "Applied Patrol Procedures," forty hours of "Driver Training (EVOC Track)," four hours of "Fingerprint Procedures," seven hours of "Introduction to Driver Training (Classroom)," and eight hours of "Mob and Crowd Control (Includes Gas)." Instructional methods for this course include lectures supplemented with media presentations, practical application demonstrations. Evaluation methods include written examinations and practical application exercises.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits.

**Introduction to Substantive Legal Aspects** (1 credit, lower division)

*Program:* Basic Law Enforcement School & Combined Basic Deputy Sheriff School

*Location:* Northern Virginia Criminal Justice Training Academy, Ashburn, VA

*Length:* 15 hours

*Dates:* April 2002 through June 2009

*Objectives:* Recognize the impact of Constitutional guarantees on the performance of law enforcement duties. Identify the rights provided by the First, Fourth, Fifth Sixth, and Eighth Amendments. Discuss the pertinent elements of the Constitution and its relationship to arrest, obtaining a warrant, search and seizure of evidence, probable cause, and reasonable suspicion.

*Instruction:* Students must complete no fewer than: four hours of "Constitutional Law," eight hours of "Laws of Arrest I, II, and III, and three hours of "Probable Cause I and II." Instructional methods for this course include lectures supplemented with media presentations. Evaluation methods include written examinations.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, one semester credit.

**Legal and Ethical Issues in Corrections** (2 credits, lower division)

*Program:* Combined Basic Deputy Sheriff School

*Location:* Northern Virginia Criminal Justice Training Academy, Ashburn, VA

*Length:* 38 hours

*Dates:* April 2002 through June 2009

*Objectives:* Discuss the legal process at the state and local levels. Explain the differences between felonies and misdemeanor offenses. List the basic laws governing jail administration and operations. Recognize the impact of Constitutional guarantees on the performance of correctional operations. Identify the rights provided by the First, Fifth, Sixth, Eighth, and Fourteenth Amendments. Explain due process rights as they apply to inmate discipline procedures. Define criminal and civil liability as these terms relate to a correctional setting. Discuss safety procedures that are implemented under a variety of hazardous conditions, including explosives, fires, and other threats to security. Discuss the civil justice system. Describe the duties of a Deputy Sheriff in various civil actions, including evictions, serving subpoenas, Show Cause, and other civil proceedings.

*Instruction:* Students must complete no fewer than: two hours of "Code of Virginia," four hours of "Constitutional Law and Civil Liability," one hour of "Department of Motor Vehicles," four hours of "Explosives and Security Threats," one hour of "Fire Safety," two hours of "Inmate Due Process," sixteen hours of "Laws of Civil Process and Implementation Duties," and eight hours of "Legal Document Workshop and Forms." Instructional methods for this course include lectures supplemented with media presentations and practical application demonstrations. Evaluation methods include written examinations and practical application exercises.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits.

**Legal and Ethical Issues in Law Enforcement** (2 credits, lower division)

*Program:* Basic Law Enforcement School & Combined Basic Deputy Sheriff School

*Location:* Northern Virginia Criminal Justice Training Academy, Ashburn, VA

*Length:* 29 hours

*Dates:* April 2002 through June 2009

*Objectives:* Define and explain the relevance and importance of civil liability issues such as federal, state and administrative laws and policies; understand the basic implications of privacy rights and laws; identify, define and explain general use of force issues such as specific case laws, i.e., *Graham v. Connor* (1989) and *Tennessee v. Garner* (1985), and, finally, to become familiar with civil commitment processes such as emergency custody orders and temporary detention orders. Identify and understand the legal implications with off-duty safety, security and use of force objectives. Identify and define the principles of ethics in law enforcement, analyzing what "professionalism" by understanding the legal and professional methods of conducting police duty. Understand the parameters of alternative lifestyle persons and what ethical delivery of law enforcement service of those populations must entail.

*Instruction:* Students must complete no fewer than: one hour of "Alternative Lifestyles and Professionalism," two hours of "Civil Liability," six hours of "Ethics and Integrity," two hours of "Freedom of Information and Privacy Laws," twelve hours of "Legal Reviews," two hours of "Off-Duty Safety and Responsibilities," two hours of "Use of Force (Legal Issues)," and two hours of "Civil Detention Orders." Instructional methods for this course include lectures supplemented with media presentations. Evaluation methods include written examinations.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, two semester credits.

**Virginia Traffic Code and Procedures** (3 credits, lower division)

*Program:* Basic Law Enforcement School & Combined Basic Deputy Sheriff School

*Location:* Northern Virginia Criminal Justice Training Academy, Ashburn, VA

*Length:* 43 hours

*Dates:* April 2002 through June 2009

*Objectives:* Learn the requirements for completing the State of Virginia Traffic Accident and Fatality Report. Recognize the symptoms of a person driving under the influence. Become aware of the various sections of the Virginia Vehicle Code and the proper procedures for enforcing the code. Develop the skills needed to investigate a traffic collision.

*Instruction:* Students must complete no fewer than: four hours of "Accident Scene Management," one hour of "Authority to Enforce," three hours of "Direction and Point Control," three hours of "DL/CDL/Habitual Offender," seven hours of "Driving Under the Influence," four hours of "FR 300," two hours of "Hit and Run," two hours of "Introduction," six hours of "Measurements and Skid marks," two hours of "Reckless Driving," two hours of "Registration & Licensing/Abandoned," two hours of "Regulation of Traffic," one hour of "Speeding," and four hours of "Template Class." Instructional methods for this course include lectures supplemented with media presentations and practical application demonstrations. Evaluation methods include written examinations and practical application exercises.

*Credit Recommendation:* In the lower division associate/baccalaureate degree category, three semester credits.