

**REPORT OF
THE VIRGINIA STATE CRIME COMMISSION**

**TRAINING AND ARREST
POWERS OF SHERIFFS**

**TO THE GOVERNOR AND
THE GENERAL ASSEMBLY OF VIRGINIA**



HOUSE DOCUMENT NO. 83

**COMMONWEALTH OF VIRGINIA
RICHMOND
1998**



COMMONWEALTH of VIRGINIA

VIRGINIA STATE CRIME COMMISSION

General Assembly Building

Rich Savage
Director

MEMBERS:
FROM THE SENATE OF VIRGINIA:
Janet D. Howell, Vice-Chair
Mark L. Earley
Kenneth W. Stolle

FROM THE HOUSE OF DELEGATES
Clifton A. Woodrum, Chairman
James F. Almand
Jean W. Cunningham
John J. Davies, III
R. Creigh Deeds
Raymond R. Guest, Jr.

APPOINTMENTS BY THE GOVERNOR:
Robert C. Bobb
Terry W. Hawkins
Robert J. Humphreys

ATTORNEY GENERAL'S OFFICE
Richard Cullen

December 16, 1997

TO: The Honorable James S. Gilmore, III, Governor of Virginia, and
Members of the General Assembly:

House Joint Resolution 471, agreed to by the 1997 General Assembly, directed the Virginia State Crime Commission to study the training and arrest powers of sheriffs, and to submit its findings and recommendations to the Governor and the 1998 session of the General Assembly.

In fulfilling this directive, a study was conducted by the Virginia State Crime Commission in 1997. I have the honor of submitting herewith the study report.

Respectfully submitted,

Clifton A. Woodrum
Chairman

**MEMBERS OF THE VIRGINIA STATE CRIME COMMISSION
1997**

From the Senate of Virginia

**Janet D. Howell, Vice Chair
Mark L. Earley
Kenneth W. Stolle**

From the House of Delegates

**Clifton A. Woodrum, Chairman
James F. Almand
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John J. Davies, III
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Appointments by the Governor

**Robert C. Bobb
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Attorney General

Richard Cullen

HJR 471- TRAINING AND ARREST POWERS OF SHERIFFS

TABLE OF CONTENTS

I.	Authority for the Study.....	1
II.	Members Appointed to Serve.....	1
III.	Executive Summary.....	2
IV.	Findings and Recommendations.....	2

APPENDICES

Appendix A: HJR 471

Appendix B: Training performance objectives for
law enforcement officers

Appendix C: Training performance objectives for
combined law enforcement, jailor,
courthouse/courtroom security and process service
officers

Appendix D: Officer and Instructor Population Report by
Jurisdiction

I. Authority for the Study

During the 1997 legislative session, Delegate William S. Moore, Jr. sponsored House Joint Resolution 471 directing the Virginia State Crime Commission to study the training and arrest powers of sheriffs.

Section 9-125 of the Code of Virginia establishes and directs the Virginia State Crime Commission to “study, report, and make recommendations on all areas of public safety.” Section 9-127 of the Code of Virginia provides that “the Commission shall have the duty and power to make such studies and gather information in order to accomplish its purpose, as set forth in Section 9-125, and to formulate its recommendations to the Governor and the General Assembly.” The Virginia State Crime Commission, in fulfilling its legislative mandate, undertook the study the training and arrest powers of sheriffs.

II. Members Appointed to Serve

At the April 15, 1997, meeting of the Crime Commission, Chairman Clifton A. Woodrum of Roanoke appointed Janet D. Howell to chair the Law Enforcement Subcommittee and Delegate Raymond Guest to chair the Corrections Subcommittee. The following Members were selected to serve on the respective subcommittees:

Law Enforcement

Senator Janet D. Howell
Delegate James F. Almand
Mr. Robert C. Bobb
Delegate R. Creigh Deeds
Senator Mark L. Earley
Mr. James S. Gilmore, III
Mr. Robert J. Humphreys

Corrections

Delegate Raymond Guest
Delegate James F. Almand
Delegate Jean W. Cunningham
Delegate John J. Davies, III
Sheriff Terry W. Hawkins
Senator Kenneth W. Stolle
Delegate Clifton A. Woodrum

III. Executive Summary

Information for the Crime Commission's study concerning the training and arrest powers of sheriffs was gathered through: interviews, working groups, and discussions with local and state officials. During the course of the study, the Commission addressed and made a recommendation on issues pertaining to the training and arrest powers of sheriffs. The Commission made the following recommendation:

The Department of Criminal Justice Services, working in conjunction with the Office of the Attorney General and the Division of Risk Management, should provide information to all sheriffs of the Commonwealth concerning the potential liabilities and risks associated with using or assigning deputies to perform tasks or duties for which they are not trained.

IV. Findings and Recommendation

Finding A.

All sheriffs, regardless of their status as the chief law enforcement officer, possess the same lawful authority under the statutes and common law Virginia to make arrests and enforce the laws of the Commonwealth.

Finding B.

The Department of Criminal Justice Services specifically trains deputies according to the type of service performed, i.e. law enforcement, jailor, or court security/process service.

Finding C.

Any sheriff who instructs his deputies to perform tasks and duties for which they are not trained exposes himself and the Commonwealth to potential liabilities.

Recommendation.

The Department of Criminal Justice Services, working in conjunction with the Office of the Attorney General and the Division of Risk Management, should provide information to all sheriffs of the Commonwealth concerning the potential liabilities and risks associated with using or assigning deputies to perform tasks or duties for which they are not trained.

Appendix A

GENERAL ASSEMBLY OF VIRGINIA -- 1997 SESSION

HOUSE JOINT RESOLUTION NO. 471

Directing the Virginia State Crime Commission to study the training and arrest powers of city sheriffs and their deputies.

Agreed to by the House of Delegates, January 30, 1997

Agreed to by the Senate, February 19, 1997

WHEREAS, the Code of Virginia establishes that sheriffs of the independent cities of the Commonwealth have the authority to create deputy sheriffs to assist them with their work; and

WHEREAS, city sheriffs are sometimes called upon to make arrests within the cities; and

WHEREAS, the Code of Virginia does not clearly delineate what powers city deputies have regarding arrest; and

WHEREAS, because of the increasing demands placed upon city sheriffs, an evaluation of the current training in relation to other law-enforcement officers is necessary; now, therefore, be it

RESOLVED by the House of Delegates, the Senate concurring, That the Virginia State Crime Commission be directed to study the necessity of additional training for city sheriffs and their deputies and the necessity of clarifying the powers of arrest of the city sheriffs and deputies, including the various definitions the Code of Virginia lists for "law-enforcement officer."

All agencies of the Commonwealth shall provide assistance to the Commission, upon request.

The Commission shall complete its work in time to submit its findings and recommendations to the Governor and the 1998 Session of the General Assembly as provided in the procedures of the Division of Legislative Automated Systems for the processing of legislative documents.

Appendix B

COMMONWEALTH OF VIRGINIA
CRIMINAL JUSTICE SERVICES BOARD

VR-240-01-1

RULES RELATING TO COMPULSORY MINIMUM
TRAINING STANDARDS
FOR
LAW ENFORCEMENT OFFICERS

Pursuant to the provision of Section 9-170(1) of the Code of Virginia (1950), as amended, the Department of Criminal Justice Services hereby promulgates the following rules for compulsory minimum training standards for full time law enforcement officers as defined by Section 9-169(9) of the Code of Virginia (1950), as amended.

§1. Definitions:

The following words and terms, when used in these regulations shall have the following meaning, unless the context clearly indicates otherwise:

"Board" means the Criminal Justice Services Board.

"Department" means the Department of Criminal Justice Services.

"Director" means the chief administrative officer of the Department.

"Approved Training School" means a training school which provides instruction of at least the minimum training standards mandated by the Department and has been approved by the Department for the specific purpose of training criminal justice personnel.

"School Director" means the chief administrative officer of an approved training school.

"Agency Administrator" means any chief of police, sheriff or agency head of a state or local enforcement agency.

§2. Compulsory Minimum Training Standards:

Pursuant to the provisions of Section 9-170(2) of the Code of Virginia (1950), as amended, the Department establishes the following as the compulsory minimum training standards for full-time law enforcement officers as defined by Section 9-169(9) of the Code of Virginia (1950), as amended:

A. Core curriculum for all law enforcement officers:

The performance objectives constituting the core and sub-core curricula are detailed in the document entitled "Performance Based Training and Testing Objectives for Compulsory Minimum Training for Law Enforcement Officers" (June 1983).

1.0 The Role of Law Enforcement - Performance Objectives 1.1 through 1.4

2.0 Law Enforcement Within the Criminal Justice System Performance Objectives 2.1 through 2.4

3.0 Law Enforcement As a Profession - Performance Objectives 3.1 through 3.6

4.0 Protection of Life - Performance Objectives 4.1 through 4.12.1.2 (See also firearms course descriptions).

- 5.0 Vehicle Operations - Performance Objectives 5.1 through 5.6
- 6.0 Communication - Performance Objectives 6.1 through 6.5.7
- 7.0 Interview and Interrogation Techniques - Performance Objectives 7.1 through 7.3.2
- 8.0 Arrest Procedures and Techniques - Performance Objectives 8.1 through 8.7
- 9.0 Patrol Techniques - Performance Objective 9.1 through 9.26.2
- 10.0 Search, Seizure and Evidence - Performance Objectives 10.1 through 10.5.8
- 11.0 Basic Law - Performance Objectives 11.1 through 11.19.5
- 12.0 Criminal Investigation - Performance Objectives 12.1 through 12.14.3
- 13.0 Enforcement of Narcotics and Dangerous Drug Laws - Performance Objectives 13.1 through 13.2.11
- 14.0 Handling Juvenile Matters - Performance Objectives 14.1 through 14.2.5
- 15.0 Traffic Control and Enforcement - Performance Objectives 15.1 through 15.12.1
- 16.0 Custody Procedures - Performance Objectives 16.1 through 16.4
- 17.0 Crime Information and Communication Systems - Performance Objectives 17.1 through 17.4
- 18.0 Surveillance Techniques - Performance Objectives 18.1 through 18.3

B. General Sub-Core Curriculum (Excluding Virginia State Police)

- 19.0 Court System - Performance Objectives 19.1 through 19.8
- 20.0 Crime Prevention - Performance Objectives 20.1 through 20.6

TOTAL CORE CURRICULUM HOURS 312

TOTAL GENERAL SUB-CORE CURRICULUM HOURS 3

TOTAL 315

C. Field Training

- 1. Field training will include 60 hours of local training with selected experienced law enforcement officers. All departments or agencies will follow the format as set forth below in Section B. Field training must be completed and the appropriate form forwarded to the Department no later than 120 days after completion of the basic Oschool.
- 2. Training - Local
 - a. Departmental Policies, Rules and Regulations

- b. Departmental Procedures
 - (1) Reports and Communications
 - (2) Operations of Department
- c. Liaison with Commonwealth's Attorney, Judge, and Other Criminal Justice Agencies (Federal, State and Local)
- d. Local Ordinances
- e. Operation of Departmental and/or Law Enforcement Vehicle
- f. Familiarization and Execution of Legal Documents
- g. Familiarization of Territory and Facilities
- h. Familiarization with Magistrates and Courts
- i. Administrative Handling of Mental Cases
- j. Local Juvenile Procedures
- k. Structure of Local Government
- l. Detention Facility and Booking Procedures

§5. Applicability:

- A. Every person employed as a full-time law enforcement officer, as defined by Section 9-169(9) of the Code of Virginia (1950), as amended, subsequent to July 1, 1971, must meet compulsory minimum training standards herein established unless provided otherwise in accordance with Section 3.0, B.
- B. The Director may grant a waiver or partial waiver of the compulsory minimum training standards set forth in Section 2.0 to a law enforcement officer of any political subdivision of the Commonwealth, who has had previous experience and training as a law enforcement officer.
- C. Any person not employed as a full-time law enforcement officer on July 1, 1971, who remains out of law enforcement for a period of time in excess of 24 months, upon reappointment as a full-time law enforcement officer, will be required to comply with the compulsory minimum training standards unless provided otherwise in accordance with Section 3.0, B, above.

§4. Time Requirement for Completion of Training:

- A. Every law enforcement officer who is required to the comply with the compulsory minimum training standards must satisfactorily complete such training within 12 months of the date of appointment as a law enforcement officer.
- B. The Director may grant an extension of the time limit for completion of the minimum training required upon presentation of evidence by the agency administrator that such officer was unable to complete the required training within the specified time limit due to illness, injury, military service, or special duty assignment required and performed in the public interest. The agency administrator must request such extension prior

to expiration of any time limit.

§5. How Compulsory Minimum Training Standards May Be Attained:

- A. The compulsory minimum training standards shall be attained by attending and satisfactorily completing an approved training school.
- B. Officers attending an approved training school are required to attend all classes and should not be placed on duty or call except in cases of emergency.
- C. All approved training schools which begin on or after July 1, 1984, shall be conducted in conformance with the "Rules Relating to Compulsory Minimum Training Standards for Law Enforcement Officers" as amended by the Board on July 6, 1983. However, the period July 6, 1983, through June 30, 1984, shall serve as a transition period wherein training schools may be approved by the Department to conduct training according to the "Rules Relating to Compulsory Minimum Training Standards for Law Enforcement Officers" as amended by the Board on November 10, 1982, or according to the "Rules Relating to Compulsory Minimum Training Standards for Law Enforcement Officers" as amended by the Board on July 6, 1983. Every law enforcement officer satisfactorily completing training approved by the department under the Rules as amended on November 10, 1982, or under the Rules amended on July 6, 1983, shall be deemed to have complied with the compulsory minimum training standards for law enforcement officers.

§6. Approved Training Schools:

- A. Law enforcement officers training schools must be approved by the Department prior to the first scheduled class. Approval is requested by making application to the Director on forms provided by the Department. The Director may approve those schools which on the basis of curricula, instructors, facilities, and examinations, provide the required minimum training. One application for all mandated training shall be submitted prior to the beginning of each fiscal year. A curriculum listing the performance objectives by number, the instructors, dates and times for the entire proposed training session shall be submitted to the Department 30 days prior to the beginning of each such proposed session. An exemption to the 30 day requirement may be granted for good cause shown by the school director.
- B. Each school director will be required to maintain a file of all current lesson plans and supporting material for each subject contained in the compulsory minimum training standards.
- C. Schools which are approved will be subject to inspection and review by the Director and/or staff.
- D. The Director may suspend the approval of an approved training school upon written notice, which shall contain the reason(s) upon which the suspension is based, to the school's director. The school's director may request a hearing before the Board. The request shall be in writing and must be received by the Department within 15 days of the date of the notice of suspension.
- E. The Director may revoke the approval of any approved training school upon written notice, which shall contain the reason(s) upon which the revocation is based, to the school's director. The school's director may request a hearing before the board. The request shall be in writing and must be received by the Department within 15 days of the date of the notice of revocation.

§7. Grading:

- A. Each officer shall comply with the requirements of all the performance objectives set forth in Section 2.0 and the document entitled "Performance Based Training and Testing Objectives for Law Enforcement

Officers" (June 1983). All approved training schools shall utilize testing procedures which indicate that every officer, prior to satisfactory completion of the training school, has met the requirements set forth in each performance objective specified in the document entitled "Performance Based Training and Testing Objectives for Compulsory Minimum Training for Law Enforcement Officers" (June 1983). An officer may be tested and re-tested as may be necessary within the time limits of Section 4.0 of these rules and in accordance with each academy's written policy. An officer shall not be certified as having complied with the compulsory minimum training standards unless all applicable requirements have been met, including field training.

- B. Approved law enforcement training schools shall maintain accurate records of all tests, grades and testing procedures. Academy training records must be maintained in accordance with the provisions of these rules and Section 42.1-76 through 42.1-91, Code of Virginia (1950), as amended.
- C. The school director shall complete a grade report on each officer on forms approved by the Department.
- D. The following firearms training will be required for each officer attending an approved schools:
 - 1. Nomenclature and care of service revolver
 - 2. Safety (on the firearms range, on duty and off duty)
 - 3. Legal responsibilities and liabilities of firearms
 - 4. Service revolver (handling, firing principles)
 - 5. Dry firing and application of basic shooting principles
 - 6. Prequalification shooting (150 rounds, minimum)
 - 7. Virginia Modified Double Action Course (70% minimum qualification required)
 - 8. Qualification (70% minimum required) on one of the following record courses:
 - a. Modified Tactical Revolver Course
 - b. Modified Practical Pistol Course
 - c. Virginia Modified Combat Course I
 - d. Virginia Modified Combat Course II
 - e. Familiarization with the police shotgun (20 rounds required - shoulder and hip position)

§8. Failure to Comply with Rules and Regulations:

Law enforcement officers attending approved training schools shall comply with the rules and regulations promulgated by the Department and any other rules and regulations within the authority of the school director. The school shall be responsible for enforcement of all rules and regulations established to govern the conduct of attendees. If the school director considers a violation of the rules and regulations detrimental to the welfare of the school, the school director may expel the officer from

the school. Notification of such action shall immediately be reported, in writing, to the agency administrator of the officer and the Director.

§9. Administrative Requirements:

- A. Reports will be required from the agency administrator and school director on forms approved by the Department and at such times as designated by the Director.
- B. The agency administrator shall within 120 days forward a properly executed field training form to the Department for each officer.
- C. The school director shall, within thirty (30) days upon completion of an approved training school, comply with the following:
 - 1. Prepare a grade report on each officer maintaining the original for the academy records and forwarding a copy to the agency administrator of the officer.
 - 2. Submit to the Department a roster containing the names of those officers who have satisfactorily completed all training requirements and if applicable, a revised curriculum for the training session.
- D. The school director shall furnish each instructor with the applicable performance objectives for assigned subject matter.

§10. Effective Date:

These rules shall be effective on and after July 6, 1983, and until amended or rescinded.

11.0 Adopted:

April 28, 1971

Amended:

July 6, 1983

Ernest P. Gates, Vice Chairman
Criminal Justice Services Board
Date

Performance Objectives for Law Enforcement Officers

CORE CURRICULUM

1.0 The Role of Law Enforcement

Learning Goal: The officer should acquire a basic understanding of the role of law enforcement agencies within the framework of a free society: the role of law enforcement in the community, criminal justice system, service professions, and in the governmental structure.

Method: Classroom Lecture.

Performance Objectives: To meet the performance objective, the officer shall:

- 1.1 Define the role of law enforcement in the community.
- 1.2 Define the three elements of the criminal justice system as the Courts, Law Enforcement, and Corrections.
 - 1.2.1 Identify the major goals of the criminal justice system.
- 1.3 Define the elements of law enforcement that relate to the other service professions.
- 1.4 Identify the place of law enforcement and criminal justice in the structure of government.

2.0 Law Enforcement Within the Criminal Justice System

Learning Goal: The officer shall know the justification, authority and limitations of law enforcement agencies in general and of the officers' law enforcement agency as constituted by common law and statutory law in the Commonwealth of Virginia.

Method: Classroom Lecture.

Performance Objectives: To meet the performance objective, the officer shall:

- 2.1 Describe the establishment of law enforcement agencies in the common law of England and of the Commonwealth.
- 2.2 Describe the establishment of the officer's own agency in statutory law in the Commonwealth.
- 2.3 Satisfactorily compare and contrast the powers of law enforcement officers and common citizens.
- 2.4 Identify the primary function, jurisdiction, and areas of potential mutual assistance of various federal, state, and local law enforcement agencies.

3.0 Law Enforcement as a Profession

Learning Goal: The officer shall understand the definition of a "profession" and be able to relate some ways in which law enforcement does, or does not, match this definition.

Method: Classroom Lecture

Performance Objectives: To meet the performance objective, the officer shall:

- 3.1 Describe the principles that define a "profession."

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 9

- 3.2 List the key points of the "Law Enforcement Code of Ethics" and/or the "Canons of Police Ethics," and relate these to professional standards.
- 3.3 Identify why law enforcement officers should be examples of high ethical and moral standards.
- 3.4 Identify and evaluate methods for handling unethical and/or illegal conduct on the part of a fellow officer.
- 3.5 Discuss positive and negative aspects of discretionary enforcement of laws.
- 3.6 Discuss positive and negative influences of a law enforcement career upon an officer's personal life.

4.0 Protection of Life

Overall Learning Goal: The officer shall know and understand the role of the law enforcement officer in the protection of life and safety; legal limitations of that role; techniques of protection of life and safety, and techniques to avoid endangering others in the performance of duty.

Method: Classroom lecture and demonstration, simulation of real-life by role-playing, practical problems.

■ 4.1 Law on Use of Force

Learning Goal: The officer shall know the laws pertaining to the use of weapons and deadly force by law enforcement officers.

Performance Objectives: To meet the performance objective the officer shall:

- 4.1.1 Describe the fundamental elements of case law and statutory law pertaining to the justifiable use of deadly force by a law enforcement officer.
 - 4.1.1.1 Define the elements of justifiable use of deadly force.
 - 4.1.1.2 Explain the legal relationship between fear and the use of deadly force.
 - 4.1.1.3 List and explain the factors and situations an officer must consider when faced with the use of deadly force.
 - 4.1.1.4 Given audio-visual presentations or word-picture descriptions depicting situations where deadly force may be necessary, state (with each situation) whether deadly force is justified and reasonable.
 - 4.1.1.5 Given audio-visual presentations or word-picture descriptions involving homicide by a law enforcement officer, identify when the homicide is justifiable.

■ 4.2 Safe Handling and Use of Deadly Weapons

Learning Goal: The officer shall know and demonstrate knowledge and skill in applying techniques for the safe handling and use of the standard deadly weapons used by law enforcement officers.

Performance Objectives: To meet the performance objective, the officer shall:

- 4.2.1 Demonstrate safe handling of handguns.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

- 4.2.2 Demonstrate the safe handling of shotguns.
- 4.2.3 Properly clean the service handgun.
- 4.2.4 Demonstrate the principles of good marksmanship using the officer's agency handgun.
 - 4.2.4.1 Demonstrate the commonly recognized shooting positions.
- 4.2.5 Demonstrate the principles of good marksmanship utilizing the officer's agency shotgun.
 - 4.2.5.1 Demonstrate commonly recognized shooting positions using the officer's agency shotgun.
- 4.3 Handgun/Day/Range (target)
 - 4.3.1 Given a daylight range exercise with a time limitation and an acceptable score established by the school, agency, or academy board, fire a minimum of 25 target rounds on a handgun course consisting of single and/or multiple silhouette targets at ranges of one to fifteen yards using the service handgun and "point (no sights) aiming."
 - 4.3.2 Given a daylight range exercise established by the Department, load, empty, and reload the service handgun utilizing the authorized agency ammunition and loading device worn by the officer during regular duty assignment.
- 4.4 Handgun/Night/Range (target)
 - 4.4.1 Given a nighttime range exercise with a time limitation established by the school, agency, or academy board, fire a minimum of 25 target rounds on a handgun course consisting of single and/or multiple silhouette targets at ranges of one to fifteen yards using the service handgun and "point (no sights) aiming" with an acceptable score.
 - 4.4.2 Given a nighttime range exercise established by the school, agency, or academy board, load, empty, and reload the service handgun using the authorized agency ammunition and loading device worn by the officer during regular duty assignment.
- 4.5 Handgun/Combat/Day Range
 - 4.5.1 Given a daylight combat range exercise with a time limitation and an acceptable score established by the Department, fire a minimum of 60 rounds on a handgun course consisting of a multiple and/or single silhouette targets from both strong and weak hand barricade positions using the service handgun and point shoulder aiming.
 - 4.5.2 Given a daylight combat range exercise established by the Department, load, empty, and reload the service handgun utilizing the authorized agency ammunition and loading device worn by the officer during regular duty assignment.
- 4.6 Handgun/Combat/Night/Range
 - 4.6.1 Given a nighttime combat range exercise with a time limitation and an acceptable score established by the school, agency, or academy board, the officer shall fire a minimum of 50 rounds on a handgun course consisting of multiple and/or single silhouette targets from both strong and weak hand barricade positions using the service handgun and point shoulder aiming.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 9

4.6.2 Given a nighttime combat range exercise established by the school, agency, or academy board, load, empty, and reload the service handgun utilizing the authorized agency ammunition and loading device worn by the officer during regular duty assignment.

■ **4.7 Shotgun/Combat/Day/Range**

4.7.1 Given a daylight combat range exercise with distances, time limitation, and an acceptable score established by the school, agency, or academy board, fire at least 20 rounds at single and/or multiple silhouette targets from shoulder and hip positions.

■ **4.8 Shotgun/Combat/Night/Range**

4.8.1 Given a nighttime combat range exercise with distances, time limitations, and acceptable scores established by the school, agency, or academy board, fire at least 6 rounds at single and/or multiple silhouette targets from combat positions.

■ **4.9 Safe Use of Non-Deadly Weapons**

Learning Goal: The officer shall know and demonstrate knowledge and skill at applying techniques for the safe use of non-deadly weapons commonly used by law enforcement officers.

Performance Objectives: To meet the Performance objective, the officer shall:

4.9.1 Given word-pictures or audio-visual presentations, determine in each situation whether or not use of a police baton would be appropriate and/or justified.

4.9.1.1 Identify the vital body points and bone edges that constitute police baton "target" areas.

4.9.1.2 Identify the portions of the human anatomy that are vulnerable to lethal blows by a baton and how to avoid them.

4.9.1.3 Demonstrate the proper use of the baton.

4.9.1.4 Demonstrate the acceptable baton techniques to be used in subduing an aggressive suspect, using proper foot work, coordination, and without losing body balance.

4.9.1.5 Given an exercise, use the baton to escape the aggressive grab of the officer and/or baton by a suspect.

4.9.2 Identify the chemical agent devices as required by the officer's agency.

4.9.2.1 Explain the factors to be considered in the decision to use a chemical agent.

4.9.2.2 Identify the purpose for, and the ethical and legal constraints relative to, the use of chemical agents in police work.

4.9.2.3 Explain the best means for self-protection to be utilized when handling and/or deploying chemical agents.

4.9.2.4 Given word-pictures or audio-visual presentations depicting situations calling for the use of chemical agents and including the factors that would influence the type of agents to be used,

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

identify the type of agent(s) dictated by the facts to be used.

4.9.2.5 Put on, clear and remove a gas mask.

■ 4.10 Unarmed Confrontations

Learning Goal: The officer shall know and demonstrate knowledge and skill at applying techniques for unarmed (barehanded) confrontations against both armed and unarmed assailants.

Performance Objectives: To meet the performance objective, the officer shall:

4.10.1 Identify and discuss the effects that training has on the psychological and physiological forces which affect a person threatened with danger.

4.10.1.1 Identify the personal and agency liabilities that are potential whenever force is used.

4.10.1.2 Specify why it is important to remain constantly alert in the most routine situations.

4.10.2 Demonstrate knowledge of the basic principles of unarmed confrontation.

4.10.2.1 Identify the vulnerable areas of the body.

4.10.2.2 Identify those parts of the body which can be used to overcome resistance.

4.10.2.3 Demonstrate at least two control holds.

4.10.2.4 Demonstrate one recognized "take-down" tactic.

4.10.2.5 Given an exercise simulating suspect armed with a knife or club, the officer shall demonstrate foot movements which will allow the officer to counter or avoid the suspect's attack.

4.10.2.6 Identify the different techniques and mental preparation which can be used in disarming a suspect with various types of weapons as well as the dangers involved.

4.10.2.7 Given an exercise simulating a suspect within take-away range with a handgun, demonstrate front and rear gun take-aways.

4.10.2.8 Given an exercise simulating a suspect within take-away range with a shotgun and/or rifle, demonstrate methods of disarming the suspect. (No alternative)

■ 4.11 Unusual Hazardous Occurrences

Learning Goal: The officer shall know techniques and procedures for dealing with natural disasters and hazardous and unusual occurrences.

Performance Objectives: To meet the performance objective, the officer shall:

4.11.1 Describe the basic principles involved in identifying, limiting access to, and obtaining assistance for handling unusual hazardous circumstances.

4.11.1.1 Identify the actions required of an officer when confronted with unusual occurrences and other natural disasters.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 9

- 4.11.1.2 Identify the initial responsibilities of the first unit(s) to arrive at the scene of an air crash, major vehicle accident, or disaster scene.
- 4.11.1.3 The officer shall identify the factors peculiar to the handling of a military air crash.
- 4.11.1.4 The officer shall identify the responsibilities and considerations peculiar to handling accidents involving radioactive materials.
- 4.11.1.5 The officer shall identify the "tactical" considerations required of the officer on arrival at the scene of a suspected or actual explosive device:
- 4.11.1.6 The officer shall identify the steps to be taken in the event of leakage of hazardous materials from a truck or train car. (local, state, federal).

■ **4.12 Assistance Technique**

Learning Goal: The officer shall know and be able to apply standard First Aid and Cardiopulmonary resuscitation (CPR) techniques.

Performance Objectives: To meet the performance objective, the officer shall:

- 4.12.1 Describe reasons that a uniformed officer should know first aid and resuscitation techniques.
 - 4.12.1.1 Complete an approved standard first aid course.
 - 4.12.1.2 Complete an approved cardiopulmonary resuscitation (CPR) course.

5.0 VEHICLE OPERATIONS

Learning Goal: The officer shall acquire the proper attitudes, knowledge, and skills to safely and legally operate a police vehicle under "routine," pursuit, and emergency conditions.

Method: Classroom lecture and demonstration and simulated real-life practice.

Performance Objectives: To meet the performance objective, the officer shall:

- **5.1 Describe the importance of driver condition in safe vehicle operation.**
 - 5.1.1 Identify the components of "defensive driving."
 - 5.1.2 Identify the driving movements or activities most frequently contributing to collisions.
 - 5.1.3 Identify reasons why "fatigue" is a physiological condition which poses a threat to safe driving.
 - 5.1.4 Identify the importance of knowing traffic conditions in all directions and all visible distances and the necessity to act accordingly.
 - 5.1.5 Identify the conditions which influence the overall "stopping distance" of a vehicle.
- **5.2 Describe the tactics and procedures to use when operating an emergency vehicle under all conditions, both during daylight and nighttime hours.**

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

- 5.2.1 Identify why a good police driver relies more on caution than upon the emergency warning devices on the police vehicle in order to reduce the chances of being involved in an accident.
- 5.2.2 List and demonstrate safe backing techniques.
- 5.2.3 List and explain proper steering techniques.
- 5.2.4 List and explain proper "defensive driving" techniques.
- 5.2.5 Describe the technique and advantages of approved braking techniques.
- 5.2.6 Describe the characteristics and methods of recovery from the basic types of skids.
- 5.3 Describe and demonstrate the proper techniques for the "left front fender to left front fender walk-around" inspection.
- 5.4 Describe the pertinent sections of the state laws governing operation of an emergency vehicle.
 - 5.4.1 Describe the circumstances in which the police vehicle is exempt from the provisions of the Motor Vehicle Code.
 - 5.4.2 Identify the factors that affect personal and agency liability while operating a vehicle under emergency conditions.
 - 5.4.3 Describe techniques of emergency driving.
 - 5.4.4 Describe techniques of pursuit driving.
- 5.5 Demonstrate the ability to properly control a police car by demonstrating proper road position, weight transfer, throttle control, braking and steering accuracy (both forward and backward).
- 5.6 Demonstrate awareness of the location of the four corners of the car by completing the obstacle courses from the Virginia Emergency Vehicle Curriculum Guide to the standards set by the school, agency or academy board, during daylight and nighttime hours.

6.0 Communication

Learning Goal: The officer shall acquire proficiency in communicating effectively and professionally through written, oral and mechanical media.

Method: Classroom lecture, demonstration and practical exercises.

Performance Objectives: To meet the performance objective, the officer shall:

- 6.1 Understand and have a working knowledge of interpersonal communication.
 - 6.1.1 Identify non-language factors which contribute to a negative response from the public.
 - 6.1.2 Identify factors which contribute to a negative response from the public.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 6

- 6.1.3 Given practical simulation role-playing exercises depicting stressful situations of interaction with the public, communicate properly and effectively with various types of persons.
- 6.2 Demonstrate how to properly use the telephone in police communications.
 - 6.2.1 Identify what must be accomplished by an officer in a telephonic situation reflecting a police problem which results in a positive police image and effective communications.
- 6.3 Demonstrate proper standard radio-use techniques.
 - 6.3.1 Demonstrate the ability to give clear and complete descriptions of persons, locations, and vehicles.
- 6.4 Identify the basic techniques of notetaking.
 - 6.4.1 Identify uses of the officer's field notes.
 - 6.4.2 Identify the types of information that should be entered into the officer's field notebook.
 - 6.4.3 Given a practical simulation role-playing exercise, take notes during an interview in such a manner as to not discourage the interviewee from talking.
 - 6.4.4 Given word-pictures or audio-visual presentations, properly utilize the officer's notebook by neatly and accurately recording all necessary information in a specified format.
- 6.5 Be able to demonstrate a basic understanding of report writing principles.
 - 6.5.1 Identify the uses of police reports.
 - 6.5.2 Identify essential characteristics of a good report.
 - 6.5.3 Identify the questions that should be answered by a complete report.
 - 6.5.4 Demonstrate the ability to write clear and concise reports.
 - 6.5.5 Given word-pictures or audio-visual presentations depicting police problems, organize or write the facts in an appropriate report format.
 - 6.5.6 Given word-pictures or audio-visual presentations, complete the primary reports similar to or used by the officer's agency.
 - 6.5.7 Prepare a memorandum.

7.0 Interview and Interrogation Techniques

Learning Goals: The officer shall be able to apply the communication principles from Section 6.1 and applicable constitutional law, rules of evidence, and laws of interrogation to conduct legal, fruitful interviews and interrogations and demonstrate improvement in persuasiveness.

Method: Classroom lecture, practical exercises.

Performance Objectives: To meet the performance objective, the officer shall:

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

- 7.1 Persuasion Techniques
 - 7.1.1 Describe the advantages of a cool, impartial (fair), but not impersonal, approach.
 - 7.1.2 Define a "good listener."
 - 7.1.3 List the disadvantages of an impersonal (aloof) approach, a passive (weak-kneed) approach, and an indecisive approach.
 - 7.1.4 Identify the advantages of communication effectiveness.
 - 7.1.5 Given a role-play simulation, demonstrate the ability to exert emotional control, listen well, remain impartial, assume responsibility, be decisive, and sell the officer's point of view as reasonable.
- 7.2 Describe the impact of the following cases regarding the Fifth, Sixth, or Fourteenth Amendments to the U.S. Constitution on the admissibility of confessions or evidence obtained through interrogation.
 - a. *Malloy v. Hogan*, 378 U.S. 1 (1964)
 - b. *Miranda v. Arizona*, 384 U.S. 436 (1966)
 - c. *Escobedo v. Illinois*, 378 U.S. 748 (1964)
 - d. *Massiah v. United States*, 377 U.S. 201 (1964)
 - 7.2.1 Accurately describe the applicability of the "Miranda" rule to audio-visual or word picture depictions of interviews in various settings.
 - 7.2.2 Define the difference between an interview and police interrogation.
 - 7.2.3 In a practical simulation exercise, demonstrate the ability to conduct a legal and fruitful interrogation of a suspect in a criminal investigation.
 - 7.2.3.1 Adequately transcribe the officer's interview notes into reports of the preceding interviews.
- 7.3 List the principles and techniques of interviewing.
 - 7.3.1 In a practical simulation exercise, commence an interview, accurately determine the point at which the interview turns into an interrogation, provide the person with his/her constitutional rights and warnings; interrogate the person and make proper disposition of them.
 - 7.3.2 In practical simulation exercises, approach, introduce himself to, calm, and properly conduct a preliminary interview.

8.0 Arrest Procedures and Techniques

Learning Goal: The officer shall acquire the knowledge and skills required to make a safe, legal arrest while protecting the arrestee's rights and health and safety, the health and safety of other persons and the officer's health and safety.

Method: Classroom lecture and demonstration, practical simulation exercises, and physical practice.

NOTE: In all practical exercises throughout the course, the officer shall refrain from violating the constitutional rights of any person.

Performance Objectives: To meet the performance objectives, the officer shall:

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP

- **8.1** Identify the pertinent provisions of the amendments to the U.S. Constitution and the impact each has upon a peace officer's duties in making arrests.
 - 8.1.1 Identify the elements of "probable cause" to detain or investigate.
 - 8.1.2 Given word-pictures or audio-visual presentation(s) depicting instances where "probable cause" for police action may or may not exist, identify its presence or absence and reasons behind this decision. (These presentations should include information given to an officer and the dissipation over time questions).
- **8.2** List the elements that constitute an arrest.
 - 8.2.1 Describe the elements that distinguish an arrest from a brief investigatory detention.
 - 8.2.2 Describe the distinction between an arrest and a traffic stop.
- **8.3** Define distinctions between, and the effects on, an officer's powers of arrest for felony and misdemeanor for the purpose of arrest; warrant and warrantless arrests; citizen's and officer's powers of arrests; and probable cause and pretext or sham.
 - 8.3.1 Discuss some civil liabilities that can arise from performing an arrest.
 - 8.3.2 Identify the officer's right to search a person who has been arrested.
 - 8.3.3 Given word-pictures or audio-visual presentations depicting differing arrest situations, identify the amount of force that may be used when effecting an arrest.
 - 8.3.4 Describe an officer's authority to arrest.
 - 8.3.5 Given word-pictures or audio-visual presentations depicting "private person" arrests, determine if the arrest is legal.
 - 8.3.6 Given word-pictures or audio-visual presentations depicting arrest situations, explain what information the person arrested must be provided and at what time it must be provided.
 - 8.3.7 Given word-pictures or audio-visual presentations depicting an officer(s) entering the premises to make an arrest, identify those situations where the legal requirements of such entry were fulfilled by the officer(s).
 - 8.3.8 Identify the requirements placed upon a person making an arrest of another.
 - 8.3.9 Identify the instances where an officer is not civilly liable for false arrest or false imprisonment arising out of an arrest.
 - 8.3.10 Given word-pictures or audio-visual presentations depicting arrest situations, identify what the officer is required to do with the person arrested.
 - 8.3.11 Identify when, for what, and how the officer may search at a crime scene when an arrest is made.
 - 8.3.12 Identify when, for what, and how a law enforcement officer may make a body search of the

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

arrestee.

- 8.4 Describe the proper procedures and techniques for searches during the course of an arrest.
 - 8.4.1 Demonstrate the principles of the search of an individual which maximize the effectiveness of the search and the safety of the officer(s) in a practical simulation exercise.
 - 8.4.2 Describe or point out on pictures those places on males and females where dangerous weapons or contraband may be concealed.
 - 8.4.3 Identify the responsibilities as being those of a "covering officer" when backing up another officer conducting a search of an individual(s).
 - 8.4.4 Identify the principles of a safe and effective search of a vehicle.
 - 8.4.5 Conduct a safe and effective search of a vehicle.
 - 8.4.6 Given a practical simulation exercise, safely and effectively serve as "cover officer" while another officer conducts searches of single and multiple suspects.
 - 8.4.7 Given a practical simulation exercise, safely and effectively conduct the search of a suspect(s). (All items of contraband or weapons which can reasonably be located within legal constraints will be located, and will maintain maximum safety and suspect's security.)
- 8.5 Describe how to use restraint devices with single and multiple suspects.
 - 8.5.1 Identify the officer's agency policy regarding the use of restraint devices and various types of prisoners.
 - 8.5.2 Identify the purposes and limitations of restraint devices used on prisoners.
 - 8.5.3 In a simulated situation, safely and effectively handcuff single and multiple suspects.
- 8.6 Describe the proper method of transporting prisoners.
 - 8.6.1 Identify elements of the safe transportation of prisoners.
 - 8.6.2 Identify good general procedures to follow when transporting adult male/female prisoners, injured or sick prisoners, and juveniles to include proper positioning within the vehicle.
 - 8.6.3 Safely and securely position simulated prisoners for transportation. This will minimally include single and multiple prisoners while working alone and with a partner.

NOTE: Additional performance-based training objectives concerning approaches and stops of pedestrians and vehicles will be covered in the section on patrol techniques and traffic law enforcement.
- 8.7 The officer shall demonstrate the ability to complete legally required records pertaining to an arrested subject (i.e. fingerprints and arrest records).

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 9

NOTE: Because of the complexity of this subject, it will be presented in a different format than were the previous subjects.

Overall Learning Goal: The officer shall learn the knowledge and skills that enable an officer to safely and effectively accomplish the patrol function.

Method: Classroom lecture and demonstration, practical simulation exercises, and physical practice.

■ **9.1 Patrol Concepts**

Learning Goal: The officer shall be familiar with the types and methods of patrol.

Performance Objectives: To meet the performance objective, the officer shall:

9.1.1 Identify the basic preventive patrol methods utilized by officers.

9.1.2 Identify the principles of "selective enforcement."

■ **9.2 Perception Techniques**

Learning Goal: The officer shall understand the factors involved in one's perception of others.

Performance Objectives: The officer shall:

9.2.1 Identify the factors which affect perception accuracy by an individual.

9.2.2 Understand and describe basic techniques for handling emotionally charged situations.

■ **9.3 Observation Techniques**

Learning Goal: The officer shall understand and improve basic observation skills.

Performance Objectives: To meet the performance objective, the officer shall:

9.3.1 Identify at least two means by which an officer's skills of observation and perception can be improved.

9.3.2 Given a simulated situation wherein the officer observes a scene and/or activity for a period of time specified by the academy, describe the scene and activity.

■ **9.4 Beat Familiarization**

Learning Goal: The officer shall understand the factors, duties, situations, and decision-making criteria an officer must consider concerning a patrol beat.

Performance Objectives: To meet the performance objective, the officer shall:

9.4.1 Identify the criteria an officer should consider when determining a patrol route for covering a beat area.

9.4.2 Identify the duties a field officer must perform in order to properly prepare for a normal patrol shift.

9.4.3 Identify the locations and/or situations which normally exist in a "beat area" and warrant frequent checks on the part of an officer.

■ **9.5 Problem Area Patrol Techniques**

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

Learning Goal: The officer shall understand the basic considerations involved in patrol of problem areas.
Performance Objectives: To meet the performance objective, the officer shall:

- 9.5.1 Identify the "types" of problem area patrol.
- 9.5.2 Identify patrol techniques that increase the possibility of crime detection.
- 9.5.3 Identify the physical signs that an officer on a burglary call should be looking for first.
- 9.5.4 Identify at least three basic patrol patterns.

■ 9.6 Patrol "Hazards"

Learning Goal: The officer shall be aware of the hazards to officers during patrol.
Performance Objectives: To meet the performance objective, the officer shall:

- 9.6.1 Identify the advantages of avoiding "silhouetting" while performing field tasks.
- 9.6.2 Identify the hazards of making "police noises" and how to avoid making them.
- 9.6.3 Identify reactions a field officer should exhibit when encountering a plain clothes officer in the field.
- 9.6.4 Identify the hazards to an officer when approaching a stopped vehicle on foot.

■ 9.7 Pedestrian Approach

Learning Objectives: The officer shall understand proper patrol techniques in approaching a pedestrian.
Performance Objectives: To meet the performance objective, the officer shall:

- 9.7.1 Identify those variables which must be considered when confronting a suspicious-appearing person who is on foot.
- 9.7.2 Identify why an officer should approach pedestrian suspects on foot.
- 9.7.3 Identify the safest and most effective positions one or two officers can take while interviewing.
- 9.7.4 Given a practical simulation exercise, demonstrate safe and effective tactics for approaching pedestrian suspects or suspects in a vehicle.

■ 9.8 Vehicle Pullover Techniques

Learning Goal: The officer shall understand effective techniques of vehicle stops.
Performance Objectives: To meet the performance objective, the officer shall:

- 9.8.1 Identify different types of vehicle stops.
- 9.8.2 Identify the elements to be considered when selecting the proper location to effect the "stop" of a vehicle.
- 9.8.3 Identify the advantages of noting and recording the license number and description of the vehicle an officer is about to stop.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

- 9.8.4 Identify the several potential hazards in failing to closely watch the movements of occupants in a vehicle an officer is about to stop, is in the act of stopping or has already stopped.
- 9.8.5 Identify at least two techniques for gaining the attention of the driver of the vehicle which an officer intends to stop.
- 9.8.6 Identify the proper distance to maintain between vehicles once a vehicle stop is initiated.
- 9.8.7 Identify the advantages and disadvantages of an individual exiting a stopped vehicle.
- 9.8.8 Identify at least one area which affords the maximum protection for the officer from passing traffic while conducting a vehicle stop, using table-top cutouts.
- 9.8.9 Identify the proper positioning of a police vehicle when making a vehicle stop, using table-top cutouts.
- 9.8.10 Identify the basic principles of a traffic violation stop.
- 9.8.11 Identify the basic principles of a felony vehicle stop.
- 9.8.12 Identify the safety techniques to be employed while making a felony vehicle stop as determined by the training agency.
- 9.8.13 Identify the acceptability of various types of personal identification during a vehicle stop.
- 9.8.14 Identify the basic principles of an investigative stop based upon probable cause and other legal considerations.

■ 9.9 Miscellaneous Vehicle Stops

Learning Goal: The officer shall understand proper methods of stopping a vehicle.

Performance Objectives: To meet the performance objective, the officer shall:

- 9.9.1 Identify the tactics that should be employed in safely stopping and approaching different types of vehicles.

■ 9.10 Felony/High-Risk Pullover Field Problem

Learning Goal: The officer shall gain the ability to make effective felony vehicle pullovers.

Performance Objective: To meet the performance objective:

- 9.10.1 Given practical simulation exercises involving the stopping of a vehicle containing felony suspect(s), the officer will safely stop the vehicle, remove and place the occupant(s) in a position of disadvantage without the officer(s) being placed in a dangerous position, or demonstrate how to do so using table-top cutouts.

■ 9.11 Wants and Warrants

Learning Goal: The officer shall know the procedures relative to "wants and warrants."

Performance Objective: To meet the performance objective:

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

9.11.1 Given a word-picture or audio-visual presentation depicting a possible want or warrant situation, the officer shall correctly identify the legal procedures in determining if there are any wants or warrants on persons and/or property, using police radio or computer terminals.

■ 9.12 Building Area Search

Learning Goal: The officer shall know how to effectively search a building and an open space area.

Performance Objectives: To meet the performance objective, the officer shall:

9.12.1 Identify the elements of a safe and effective search for a suspect inside a building.

9.12.2 Identify the elements of a safe and effective search of an open area for a suspect.

■ 9.13 Missing Persons

Learning Goal: The officer shall understand the procedures for handling missing persons.

Performance Objectives: To meet the performance objective, the officer shall:

9.13.1 Identify procedures for investigating different types of missing person cases.

9.13.2 Identify the reasons for making a thorough search of a reported missing small child's home and yard at the outset of the investigation.

■ 9.14 Tactical Considerations/Crimes In-Progress

Learning Goal: The officer shall understand the tactical considerations relative to crimes-in-progress.

Performance Objectives: To meet the performance objective, the officer shall:

9.14.1 Identify the methods for responding to crimes-in-progress and identify an example for each method.

9.14.2 Identify the criteria to be considered when determining the method to be utilized in responding to crimes-in-progress.

9.14.3 Identify the criteria upon which an officer should base the selection of response route.

9.14.4 Identify the "tactical" responsibilities of the primary unit responding to a crime-in-progress.

■ 9.15 Burglary-in-Progress Calls

Learning Goal: The officer shall understand the tactical considerations to be made while responding to burglary-in-progress calls.

Performance Objective: To meet the performance objective, the officer shall:

9.15.1 Identify "tactical" considerations as being those to be made in response to a burglary-in-progress call.

■ 9.16 Robbery-in-Progress Calls

Learning Goal: The officer shall understand the tactical considerations while responding to robbery-in-progress calls.

Performance Objective: To meet the performance objective, the officer shall:

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

9.16.1 Identify "tactical" considerations as being those to be made in response to a robbery-in-progress call.

■ 9.17 Prowler Calls

Learning Goal: The officer shall understand effective methods when handling prowler calls.

Performance Objective: To meet the performance objective, the officer shall:

9.17.1 The officer shall identify the procedures to be followed in responding to a prowler call.

■ 9.18 Crimes-in-Progress/Field Problems

Learning Goal: The officer shall gain the ability to effectively handle crimes-in-progress situations.

Performance Objective: To meet the performance objective:

9.18.1 Given practical simulation exercises, the officer shall safely and effectively respond to and handle a prowler call, a burglary-in-progress call, and a robbery-in progress call.

■ 9.19 Handling Disputes

Learning Goal: The officer shall understand how to handle calls involving disputes.

Performance Objectives: To meet the performance objective, the officer shall:

9.19.1 Identify the tasks which are a part of an officer's basic responsibilities at the scene of a dispute.

9.19.2 Given word-pictures or audio-visual presentations depicting criminal violations and torts, identify containing crimes. (These situations should include those that the officer is likely to encounter when assigned to the field.)

■ 9.20 Family Disputes

Learning Goal: The officer shall gain the ability to handle family disputes.

Performance Objectives: To meet the performance objective, the officer shall:

9.20.1 Identify the inherent dangers to an officer entering the home of a family involved in a dispute.

9.20.2 Identify advantages and disadvantages of separating parties to a family dispute and gathering information from them individually.

9.20.3 Given a practical simulation exercise, handle a family dispute situation, meeting all criteria of safety, effectiveness, legality, and reasonableness.

■ 9.21 Landlord/Tenant Disputes

Learning Goal: The officer shall understand the basic problem of landlord/tenant disputes and how to handle them.

Performance Objectives: To meet the performance objective, the officer shall:

9.21.1 Identify the provisions of laws applicable to the handling of landlord/tenant disputes.

9.21.2 Given a practical simulation exercise involving a landlord/tenant dispute, handle the situation in a manner consistent with the law.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

■ 9.22 Labor Disputes

Learning Goal: The officer shall gain knowledge in handling labor disputes.

Performance Objective: To meet the performance objective, the officer shall:

9.22.1 The officer shall identify the provisions applicable to the handling of labor disputes.

■ 9.23 Defrauding an Innkeeper

Learning Goal: The officer shall gain knowledge in handling defrauding an innkeeper complaints.

Performance Objectives: To meet the performance objective:

9.23.1 Given word-pictures or audio-visual presentations depicting an innkeeper-guest dispute, the officer shall identify the methods of handling the situation consistent with the law.

■ 9.24 Mentally Ill/Abnormal Behavior (Revised 3/92)

Learning Goal: The officer shall gain the ability to appropriately and legally deal with the mentally ill and individuals displaying abnormal behavior.

Performance Objectives: To meet the performance objective, the officer shall:

9.24.1 Identify characteristics of, and generally expectable actions from persons who are intoxicated, paranoid, schizophrenic, epileptic, diabetic, hallucinating, or displaying other abnormal behavior.

9.24.2 For each abnormality type in 9.24.1, describe a proper law enforcement intervention method for disposition.

9.24.3 Identify a means of discriminating between a drunk and an epileptic or diabetic.

9.24.4 Identify the factors to be considered when handling mentally distributed or irrational persons.

9.24.5 Given a practical simulation exercise, safely and properly respond to a person simulating mental illness or abnormal behavior.

■ 9.25 Officer Survival

Learning Goal: The officer shall understand the mental, physical and tactical considerations for officer survival.

Performance Objectives: To meet the performance objective, the officer shall:

9.25.1 Identify patrol techniques that minimize the possibility of an officer entering into an ambush "set up."

9.25.2 Identify the tactical steps to be immediately undertaken in sniper fire situations while on foot.

9.25.3 Identify the tactics which can be used by the driver of a vehicle that comes under sniper attack.

9.25.4 Identify the tactics which can be utilized by an officer whose police vehicle has been hit with a firebomb.

9.25.5 Given a practical simulation exercise simulating an ambush or sniper situation, demonstrate procedures which minimize personal hazards.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP

9.25.6 Identify the mental, emotional and physical preparation needed for the eventuality of a possible shooting situation.

■ 9.26 Agency Referral

Learning Goal: The officer shall gain knowledge relative to the agencies to which citizens can be referred.

Performance Objectives: To meet the performance objective, the officer shall:

9.26.1 Identify the services provided by the social service agencies, private and public, within the officer's agency jurisdiction.

9.26.2 Given word-pictures or audio-visual presentations, determine the appropriate agency(ies) to which a citizen could be referred (local Department of Health and Social Services directories).

10.0 Search, Seizure and Evidence

Learning Goal: The officer shall learn the legal and ethical restraints upon search techniques for search with and without warrants; the legal restraints upon seizures resulting from searches; what is legal evidence; how to obtain, store, and use evidence in a legal manner.

Method: Classroom lecture and demonstrations, practical exercises and role play simulations.

■ 10.1 Probable Cause for Searches

Learning Goal: The officer shall understand and have a working knowledge of the need for "probable cause" in searches and seizures.

Performance Objectives: To meet the performance objective, the officer shall:

10.1.1 Give a reasonable definition of "probable cause" to search and seize, or to obtain a warrant to do so.

10.1.2 List ways that probable cause may be established.

10.1.3 Describe the necessary communication of probable cause to a magistrate and why.

10.1.4 Given audio-visual presentations or practical exercises depicting situations where "probable cause" for search and seizure may, or may not exist, correctly decide if probable cause exists and support the decision with reasons.

10.1.5 Define "search."

■ 10.2 Concepts of Evidence

Learning Goal: The officer shall understand and have a working knowledge of the concepts of evidence as defined and used in Virginia law.

Performance Objectives: To meet the performance objective, the officer shall:

10.2.1 Identify the definition of the term "evidence."

10.2.2 Given word-picture descriptions, identify types of evidence or material related to the introduction of evidence in court, and recognize examples of each.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

10.2.3 Identify the purposes for offering evidence in court.

10.2.4 Identify the minimal tests which an item of evidence must successfully pass before it may be admitted into any criminal court.

■ 10.3 Laws Regarding Search and Seizure

Learning Goal: The officer shall have a working knowledge of the basic laws regarding rules of evidence and legal searches.

Performance Objectives: To meet the performance objective, the officer shall:

10.3.1 Identify effects of the "exclusionary rule" upon police actions and procedures.

10.3.2 Give the definition of the Hearsay Rule.

10.3.3 Identify exceptions to the Hearsay Rule.

10.3.4 Describe the conditions under which legally authorized searches may be made.

10.3.5 Identify the items which an officer may legally search.

10.3.6 Identify the limits of searches when conducted within such environments as indoors, outdoors, vehicles, abandoned property and at a crime scene.

10.3.7 Identify the types and definitions of relative searches.

10.3.8 Outline the procedure required to obtain a legal search warrant in Virginia.

10.3.9 List the major points to check on a search warrant to determine its validity.

10.3.10 Identify the liability of police officers when making searches without warrants.

10.3.11 List the procedure that must be followed after a search warrant has been executed.

■ 10.4 Techniques of Search

Learning Goal: The officer shall learn the basic methods of systematic searches of buildings, locations, and vehicles.

Performance Objectives: To meet the performance objective, the officer shall:

10.4.1 Describe several different systematic search techniques as determined by the academy.

10.4.2 Given practical simulation exercises, locate the predesignated physical evidence through the use of the appropriate organized search methods for such simulated search areas.

10.4.3 Describe how search techniques must change as the nature of the searched-for items changes.

5 Chain of Evidence

Learning Goal: The officer shall gain a working knowledge of the role of physical evidence in successful

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SET

prosecution of crime and basic methods for protecting the chain of evidence.

Performance Objectives: To meet the performance objectives, the officer shall:

- 10.5.1 Define what is meant by the "chain of evidence" and why it must be maintained.
- 10.5.2 Describe the "burden of proof" for law enforcement with respect to the chain of evidence.
- 10.5.3 Given exercises simulating crime scenes wherein items of evidence which would be reasonably associated with the alleged crime are present, identify these items as evidence.
- 10.5.4 Given an exercise simulating a crime scene containing several types of evidence, identify methods for marking and/or packaging or tagging.
- 10.5.5 Given an exercise simulating an outside crime scene with the prospect of foul weather, identify the methods for preserving the evidence.
- 10.5.6 Describe procedures regarding the transmission of evidence to laboratory examination facilities.
- 10.5.7 Identify the differences between "latent fingerprints" and "plastic fingerprints" through the means by which they are located and/or developed.
- 10.5.8 Given an exercise wherein a variety of latent and plastic prints have been placed on a number of items which vary in texture and color, the officer will locate the prints.

11.0 Basic Law

Learning Goal: The officer shall understand and demonstrate a working knowledge of the criminal law of Virginia.

Method: Classroom lecture, practical exercises.

■ **11.1 Basic Legal Concepts**

Learning Goal: The officer shall understand and have a working knowledge of the legal principles upon which Virginia criminal law operates.

Performance Objectives: To meet the performance objective, the officer shall:

- 11.1.1 Identify the difference between "spirit of the law" and "letter of the law."
- 11.1.2 Explain the difference between "common law" and "statutory law" in relation to Virginia law.
- 11.1.3 Describe how case decisions affect and clarify statutory law.
- 11.1.4 Describe the necessary elements of "a crime."
- 11.1.5 Identify the types of "intent."
- 11.1.6 Identify "principal" and "accessory" as defined by Virginia law.
- 11.1.7 Give acceptable definitions of crime, felony and misdemeanor.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

■ **11.2 Virginia Criminal Law**

Learning Goal: The officer shall understand and have a working knowledge of basic criminal law and its effect on a law enforcement officer's duties.

Performance Objectives: To meet the performance objective, the officer shall:

- 11.2.1 Describe the effects of constitutional guarantees (such as the Bill of Rights) on the performance of law enforcement duties.
- 11.2.2 Define principal-first degree, principal-second degree, accessory before the fact and accessory after the fact in relation to parties to criminal offenses.

■ **11.3 Larceny**

Learning Goal: The officer shall understand and have a working knowledge of the crime of larceny as defined in Virginia law.

Performance Objectives: To meet the performance objective, the officer shall:

- 11.3.1 Given word-pictures or audio-visual presentations depicting a possible larceny, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.3.2 Given word-pictures or audio-visual presentations depicting the possible defrauding of an innkeeper, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.3.3 List the elements of larceny and the points that differ between grand larceny and petit larceny.

■ **11.4 Extortion Law**

Learning Goal: The officer shall understand and have a working knowledge of the crime of extortion.

Performance Objective: To meet the performance objective:

- 11.4.1 Given word-pictures or audio-visual presentations depicting a possible extortion, the officer shall determine if the crime is complete and, in any situation where the crime is complete, shall identify the crime by its common name and crime classification.

■ **11.5 Embezzlement Law**

Learning Goal: The officer shall understand and have a working knowledge of the crime of embezzlement as described in Virginia law.

Performance Objective: To meet the performance objective:

- 11.5.1 Given word-pictures or audio-visual presentations depicting a possible embezzlement, the officer shall determine if the crime is complete and, in any situation where the crime is complete, shall identify the crime by its common name and crime classification.

■ **11.6 Forgery/Fraud Law**

Learning Goal: The officer shall understand and have a working knowledge of the crimes of forgery and fraud.

Performance Objectives: To meet the performance objective, the officer shall:

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP

- 11.6.1 Given word-pictures or audio-visual presentations depicting a possible forgery, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.6.2 Given word-pictures or audio-visual presentations depicting possible fraud, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.

■ 11.7 Burglary Law

Learning Goal: The officer shall understand and have a working knowledge of the crime of burglary as defined in Virginia law.

Performance Objectives: To meet the performance objective, the officer shall:

- 11.7.1 Given word-pictures or audio-visual presentations depicting the possible unauthorized entry of property, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.7.2 Given word-pictures or audio-visual presentations depicting a possible burglary, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.7.3 Given word-pictures or audio-visual presentations depicting the possession of burglary tools, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.

■ 11.8 Receiving Stolen Property Law

Learning Goal: The officer shall understand and have a working knowledge of the crime of receiving stolen property.

Performance Objective: To meet the performance objective:

- 11.8.1 Given word-pictures or audio-visual presentations depicting the possible receiving of stolen property, the officer shall determine if the crime is complete and, in any situation where the crime is complete, shall identify the crime by its common name and crime classification.

■ 11.9 Trespass and Malicious Mischief Law

Learning Goal: The officer shall understand and have a working knowledge of the crimes of malicious mischief and trespass.

Performance Objectives: To meet the performance objective, the officer shall:

- 11.9.1 Given word-pictures or audio-visual presentations depicting a possible malicious mischief, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.9.2 Given word-pictures or audio-visual presentations depicting a possible trespass, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

■ 11.10 Arson Law

Learning Goal: The officer shall understand and have a working knowledge of the crime of arson as defined in Virginia law.

Performance Objectives: To meet the performance objective, the officer shall:

- 11.10.1 Given word-pictures or audio-visual presentations depicting possible acts of arson, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.10.2 Given word-pictures or audio-visual presentations depicting the possession of a "firebomb," determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.

■ 11.11 Assault/Battery Law

Learning Goal: The officer shall understand and have a working knowledge of the crime of assault and battery as defined in Virginia law.

Performance Objectives: To meet the performance objective, the officer shall:

- 11.11.1 Given word-pictures or audio-visual presentations depicting possible assaults, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.11.2 Given word-pictures or audio-visual presentations depicting possible batteries, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.

■ 11.12 Aggravated Assaults Law

Learning Goal: The officer shall understand and have a working knowledge of the crime of aggravated assault.

Performance Objectives: To meet the performance objective, the officer shall:

- 11.12.1 Given word-pictures or audio-visual presentations depicting the possible infliction of corporal injury upon spouse, child or person with whom one is cohabiting, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.12.2 Given word-pictures or audio-visual presentations depicting possible assaults with the intent to commit certain felonies, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.12.3 Given word-pictures or audio-visual presentations depicting possible assaults with the intent to kill, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.

■ 11.13 Crimes Against Peace and Order

Learning Goal: The officer shall understand and have a working knowledge of Virginia law relative to public peace.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP

Performance Objectives: To meet the performance objective, the officer shall:

- 11.13.1 Given word-pictures or audio-visual presentations depicting possible unlawful assemblies, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.13.2 Given word-pictures or audio-visual presentations depicting possible disobedience to a dispersal order, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.13.3 Given word-pictures or audio-visual presentations depicting possible riot participation or incitement to riot, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.13.4 Given word-pictures or audio-visual presentations depicting possible acts of lynching, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.

■ 11.14 Robbery Law

Learning Goal: The officer shall understand and have a working knowledge of the crime of robbery as defined in Virginia criminal law.

Performance Objective: To meet the performance objective:

- 11.14.1 Given word-pictures or audio-visual presentations depicting possible robberies, the officer shall determine if the crime is complete and, in any situation where the crime is complete, shall identify the crime by its common name and crime classification.

■ 11.15 Abduction Law

Learning Goal: The officer shall understand and have a working knowledge of the crime of abduction as defined in Virginia criminal law.

Performance Objective: To meet the performance objective:

- 11.15.1 Given word-pictures or audio-visual presentations depicting possible abduction, the officer shall determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.

■ 11.16 Murder Law

Learning Goal: The officer shall understand and have a working knowledge of the crime of murder as defined in Virginia law.

Performance Objectives: To meet the performance objective, the officer shall:

- 11.16.1 Given word-pictures or audio-visual presentations depicting possible murders, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.16.2 Given word-pictures or audio-visual presentations depicting possible manslaughter, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

■ 11.17 Sex Crimes Laws

Learning Goal: The officer shall understand and have a working knowledge of the crimes constituting sex offenses as defined in Virginia law.

Performance Objectives: To meet the performance objective, the officer shall:

- 11.17.1 Given word-pictures or audio-visual presentations depicting possible acts of indecent exposure, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.17.2 Given word-pictures or audio-visual presentations depicting possible lewd acts upon a child, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.17.3 Given word-pictures or audio-visual presentations depicting possible acts of sex perversion, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.17.4 Given word-pictures or audio-visual presentations depicting possible sodomy, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.17.5 Given word-pictures or audio-visual presentations depicting a rape or unlawful intercourse, determine if the crime is complete and, in any situation where the crime is complete, shall identify the crime by its common name and crime classification.

■ 11.18 Attempt/Conspiracy/Solicitation

Learning Goal: The officer shall understand and have a working knowledge of attempt, conspiracy and solicitation as the term relates to crime.

Performance Objectives: To meet the performance objective, the officer shall:

- 11.18.1 Define ATTEMPT as that term relates to crimes.
- 11.18.2 Define CONSPIRACY as that term relates to crimes.
- 11.18.3 Define SOLICITATION as that term relates to crimes.

■ 11.19 Obstruction of Justice

Learning Goal: The officer shall understand and have a working knowledge of the laws relative to obstruction of justice and how to identify their elements.

Performance Objectives: To meet the performance objective, the officer shall:

- 11.19.1 Given word-pictures or audio-visual presentations depicting the possible offering or accepting of a bribe, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.19.2 Given word-pictures or audio-visual presentations depicting possible perjuries, determine if the crime

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP

is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.

- 11.19.3 Given word-pictures or audio-visual presentations depicting the possible impersonation of an officer, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.19.4 Given word-pictures or audio-visual presentations depicting the possible obstructing of an officer in the fulfillment of the officer's duties, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 11.19.5 Given word-pictures or audio-visual presentations depicting the possible filing of a false police report, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.

12.0 Criminal Investigation

Overall Learning Goal: The officer shall develop the knowledge and skills required of a field officer as the first unit to discover or respond to a call at the scene of a crime.

Method: Classroom lecture and discussion, practical exercises, field simulation and role-play.

■ **12.1 Crime Scene Notes**

Learning Goal: The officer shall learn how to take and use crime scene notes.

Performance Objective: To meet the performance objective:

- 12.1.1 Given an exercise simulating a crime scene, the officer shall satisfactorily prepare crime scene notes.

■ **12.2 Crime Scene Sketches**

Learning Goals: The officer shall gain the ability to develop and utilize crime scene sketches.

Performance Objectives: To meet the performance objective, the officer shall:

- 12.2.1 Identify the value of crime scene sketches and their relationship to crime scene photographs.

- 12.2.2 Given an exercise simulating a crime scene, prepare a crime scene sketch.

■ **12.3 Information Gathering**

Learning Goal: The officer shall learn the types and means of gathering information.

Performance Objective: To meet the performance objective, the officer shall:

- 12.3.1 Identify methods for locating and developing sources of information and informants.

■ **12.4 Courtroom Demeanor**

Learning Goal: The officer shall learn how to properly testify in court.

Performance Objectives: To meet the performance objective, the officer shall:

- 12.4.1 List benefits of impressive and professional courtroom demeanor and appearance.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

- 12.4.2 Describe those steps required by an officer in preparing to give courtroom testimony.
- 12.4.3 List the principles of effective presentation of testimony.
- 12.4.4 Given an exercise, furnish or critique testimony in such a manner as to promote the development of professionalism and the administration of justice when faced with a variety of "attorney personalities."

■ 12.5 Burglary Investigation

Learning Goal: The officer shall understand and have a working knowledge of the responding officer's tasks in a burglary investigation.

Performance Objective: To meet the performance objective, the officer shall:

- 12.5.1 Given a practical exercise, satisfactorily handle those tasks delegated to a field officer responding to an alleged burglary.

■ 12.6 Larceny Investigation

Learning Goal: The officer shall understand and have a working knowledge of the responding officer's tasks in a larceny investigation.

Performance Objective: To meet the performance objective, the officer shall:

- 12.6.1 Given a practical exercise, satisfactorily complete those tasks delegated to a field officer responding to an alleged larceny.

■ 12.7 Aggravated Assault Investigation

Learning Goal: The officer shall understand and have a working knowledge of the responding officer's tasks in aggravated assault investigation.

Performance Objective: To meet the performance objective, the officer shall:

- 12.7.1 Given a practical exercise, satisfactorily complete those tasks delegated to a field officer responding to an alleged aggravated assault.

■ 12.8 Rape Investigation

Learning Goal: The officer shall understand and have a working knowledge of the responding officer's tasks in a rape investigation.

Performance Objectives: To meet the performance objective, the officer shall:

- 12.8.1 Given a practical exercise, satisfactorily accomplish all tasks delegated to a field officer responding to an alleged rape.
- 12.8.2 List factors in rape investigations that require special tact and sensitivity.

■ 12.9 Murder Investigation

Learning Goal: The officer shall understand and have a working knowledge of the responding officer's tasks in a murder investigation.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP

Performance Objective: To meet the performance objective, the officer shall:

12.9.1 Given a practical exercise, satisfactorily perform those tasks delegated to a field officer responding to an alleged murder.

■ 12.10 Suicide Investigation

Learning Goal: The officer shall understand and have a working knowledge of the responding officer's tasks in a suicide investigation.

Performance Objective: To meet the performance objective, the officer shall:

12.10.1 Given a practical exercise, satisfactorily perform those tasks delegated to a field officer responding to an apparent suicide.

■ 12.11 Abduction Investigation

Learning Goal: The officer shall understand and have a working knowledge of the responding officer's task in an abduction investigation.

Performance Objective: To meet the performance objective, the officer shall:

12.11.1 Given word-pictures or audio-visual presentations depicting an alleged abduction, identify those tasks delegated to a responding field officer.

■ 12.12 Poisoning Investigation

Learning Goal: The officer shall understand and have a working knowledge of the responding officer's task in a poisoning investigation.

Performance Objective: To meet the performance objective, the officer shall:

12.12.1 Given word-pictures or audio-visual presentations depicting an alleged poisoning--accidental or otherwise, identify those tasks delegated to a responding field officer.

■ 12.13 Robbery Investigation

Learning Goal: The officer shall understand and have a working knowledge of the responding officer's task in a robbery investigation.

Performance Objective: To meet the performance objective, the officer shall:

12.13.1 Given word-pictures or audio-visual presentations depicting an alleged robbery, identify those tasks delegated to a responding field officer.

■ 12.14 Auto Theft Investigation

Learning Goal: The student will understand the basic elements of automobile theft investigation.

Performance Objectives: To meet the performance objective, the officer shall:

12.14.1 Given an exercise, complete those tasks appropriate for an officer responding to the scene of a reported automobile theft.

12.14.2 Identify the methods of locating vehicle identification number (VIN) by using the National Automobile

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

Theft Booklet (NATB).

- 12.14.3 Identify ways to determine if a parked vehicle has recently been operated.

13.0 Enforcement of Narcotics and Dangerous Drug Laws

Overall Learning Goal: The officer shall understand and have a working knowledge of the laws regarding, and the characteristics of, various narcotics and other controlled or abused substances.

Method: Classroom lecture and demonstration, practical exercise.

■ **13.1 Narcotics**

Learning Goal: The officer shall have a working knowledge of the law and specific characteristics of several forms of narcotics.

Performance Objectives: To meet the performance objective, the officer shall:

- 13.1.1 Given word-pictures or audio-visual presentations depicting the possible possession of an instrument used for unlawfully injecting or smoking a controlled substance, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 13.1.2 When shown or given a description of heroin, identify it as a controlled substance, its common/slang names, the ways it is introduced into the body, common packaging methods, and short and long term effects on the user.
- 13.1.3 When shown or given a description of cocaine, identify it as a controlled substance, its common/slang name, the ways in which it is introduced into the system, common packaging methods, and short and long term effects on the user.
- 13.1.4 When shown or given a description of opium, describe the physical characteristics, its legal use, its slang name, common packaging methods, and effects on the user.

■ **13.2 Controlled or Abused Substances**

Learning Goal: The officer shall understand and have a knowledge of the specific characteristics of controlled or abused substances and the laws regulating their use.

Performance Objectives: To meet the performance objective, the officer shall:

- 13.2.1 Identify the elements necessary to establish the offense of possession of a controlled substance.
- 13.2.2 Identify the elements necessary to establish the offense of possession of a controlled substance for sale.
- 13.2.3 Identify the elements necessary to establish the offense of transporting, selling, and furnishing a controlled substance.
- 13.2.4 List the elements necessary to establish the offense of possession of paraphernalia for the unlawful use of a controlled substance.
- 13.2.5 When shown or given a description of hallucinogens, identify it as a controlled substance, its common/slang names, methods of introduction into the body, common packaging methods, and effects

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP

on the user.

- 13.2.6 When shown or given a description of peyote, in its common form, identify it as a controlled substance, its common/slang name, methods of introduction into the body, common packaging methods, and short and long term effects on the user.
- 13.2.7 When shown or given a description of a depressant, identify it as a controlled substance, its common/slang names, methods of introduction into the body, common packaging methods, and effects on the user.
- 13.2.8 When shown or given a description of a stimulant, identify it as a controlled substance, its common/slang names, methods of introduction into the body, common packaging methods, and effects on the user.
- 13.2.9 Given word-pictures or audio-visual presentations of marijuana, and/or being subjected to burning marijuana, recognize and identify it as resembling a controlled substance, its slang names, common packaging methods, effects on the user, and elements necessary to establish possession and possession for sale specific to marijuana.
- 13.2.10 Given word-pictures or audio-visual presentations depicting the possible cultivating or harvesting of marijuana, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 13.2.11 Given word-pictures or audio-visual presentations depicting the possible ingestion or inhalation of a volatile or poisonous substance, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.

14.0 Handling Juvenile Matters

Overall Learning Goal: The officer shall understand and have a working knowledge of the standards, procedures, and laws regarding the interactions of law enforcement officers with juveniles.

Method: Classroom lecture, practical exercises.

■ **14.1 Juvenile Law**

Learning Goal: The officer shall understand and have a working knowledge of the laws and procedures relative to juveniles.

Performance Objectives: To meet the performance objective, the officer shall:

- 14.1.1 Identify the purpose of Juvenile Court law.
- 14.1.2 Describe the scope of the authority of the Juvenile Court. This identification will include the age requirement and the circumstances under which a juvenile comes within the jurisdiction of the Juvenile Court.
- 14.1.3 Describe the circumstances under which an officer may take a juvenile into temporary custody.
- 14.1.4 Identify the requirements relating to the advisement of the constitutional rights to a juvenile taken into custody.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

- 14.1.5 Describe the circumstances that give the law enforcement officer the right to enter a home without a warrant when the officer suspects a juvenile is being physically abused, neglected, endangered or sexually exploited.
- 14.1.6 Identify the requirements pertaining to the segregation of juveniles from other prisoners.
- 14.1.7 Briefly describe various stages of a typical juvenile case proceeding from temporary detention through the juvenile court hearing.
- 14.1.8 Given word-pictures or audio-visual presentations depicting an officer taking an injured or sick juvenile into temporary custody, identify the legal requirements for securing medical aid for the juvenile.

■ 14.2 Crimes Against Children

Learning Goal: The officer shall understand and have a working knowledge of crimes against children as defined in Virginia law.

Performance Objective: To meet the performance objective, the officer shall:

- 14.2.1 Given word-pictures or audio-visual presentations depicting the possible loitering about a school, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 14.2.2 Given word-pictures or audio-visual presentations depicting the possible annoying or molesting of children, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 14.2.3 Given word-pictures or audio-visual presentations depicting the possible abandonment or failure to maintain a child, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 14.2.4 Given word-pictures or audio-visual presentations depicting the possible contributing to the delinquency of a minor, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.
- 14.2.5 Given word-pictures or audio-visual presentations depicting the possible cruelty toward a child, determine if the crime is complete and, in any situation where the crime is complete, identify the crime by its common name and crime classification.

15.0 Traffic Control and Enforcement

Overall Learning Goal: The officer shall learn approved techniques to properly control traffic flow, deal with traffic violations by recognizing the violations, being able to professionally and safely interact with the violators, and be able to adequately perform necessary duties at a traffic accident scene.

Method: Classroom lecture and demonstration, practical exercises, field simulations.

■ 15.1 Basic Motor Vehicle Laws

Learning Goal: The officer shall understand and have a working knowledge of the traffic laws and the goals of traffic law enforcement.

Performance Objectives: To meet the performance objective, the officer shall:

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 9

- 15.1.1 Identify the results of non-enforcement of traffic laws.
- 15.1.2 Describe the role of a law enforcement officer in traffic regulations.
- 15.1.3 Given a copy of the Motor Vehicle Code, locate and identify information relating to words and phrases defined, arrest procedures, and a list of common violations.

■ 15.2 Vehicle Registration

Learning Goal: The officer shall gain knowledge relative to vehicle registration and licensing.

Performance Objective: To meet the performance objective, the officer shall:

- 15.2.1 Identify vehicle licensing and registration violations by common name and crime classification.

■ 15.3 Vehicle Code Violations

Learning Goal: The officer shall understand various Motor Vehicle Code violations.

Performance Objectives: To meet the performance objective, the officer shall:

- 15.3.1 Given a Motor Vehicle Code and word-pictures or audio-visual presentations depicting possible unsafe vehicle or a vehicle not safely loaded, determine that there is a violation and identify it by common name and crime classification.
- 15.3.2 Given a Motor Vehicle Code and word-pictures or audio-visual presentations depicting a hit a accident, determine that there is a violation and identify it by common name and crime classification.
- 15.3.3 Given a Motor Vehicle Code and word-pictures or audio-visual presentations depicting a vehicle failing to stop for a red or flashing signal, determine that there is a violation and identify it by common name and crime classification.
- 15.3.4 Given a Motor Vehicle Code and word-pictures or audio-visual presentations depicting possible failure by a driver of a motor vehicle to yield the right-of-way at an uncontrolled intersection, determine that there is a violation and identify it by common name and crime classification.
- 15.3.5 Given a Motor Vehicle Code and word-pictures or audio-visual presentations depicting a vehicle failing to yield or following an emergency vehicle closely, determine that there is a violation and identify it by common name and crime classification.
- 15.3.6 Given a Motor Vehicle Code and word-pictures or audio-visual presentations depicting an illegal U-turn, determine that there is a violation and identify it by common name and crime classification.
- 15.3.7 Given a Motor Vehicle Code and word-pictures or audio-visual presentations depicting a vehicle traveling at an "unsafe speed," identify it by common name and crime classification.
- 15.3.8 Given a Motor Vehicle Code and word-pictures or audio-visual presentations depicting reckless driving, identify it by common name and crime classification.
- 15.3.9 Given a Motor Vehicle Code and word-pictures or audio-visual presentations depicting a vehicle ing a stopped school bus which has its red lights flashing, identify it by common name and e classification.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

■ **15.4 Alcohol Violations**

Learning Goal: The officer shall develop an understanding of Motor Vehicle Code violations involving alcohol.

Performance Objectives: To meet the performance objective, the officer shall:

- 15.4.1 Identify the arrested person's obligations regarding the "implied consent law" and the processes involved.
- 15.4.2 Given a Motor Vehicle Code and word-pictures or audio-visual presentations depicting a driver under the influence, identify it by common name and crime classification.
- 15.4.3 Given a Motor Vehicle Code and word-pictures or audio-visual presentations depicting the consumption and/or possession of alcoholic beverages in a motor vehicle, determine if there is a violation and identify it by common name and crime classification.
- 15.4.4 Given a practical exercise depicting a driver under the influence, conduct a field sobriety examination and, if applicable, the proper utilization of any permissible devices used to determine blood-alcohol content.

■ **15.5 Initial Violator Contact**

Learning Goal: The officer shall gain an understanding of the proper means of handling initial violator contact in traffic stops.

Performance Objectives: To meet the performance objective, the officer shall:

- 15.5.1 Identify the initial conversation of the police-traffic violator contact as being the most crucial towards establishing the appropriate mutual relationship.
- 15.5.2 Identify the reason why it is important to obtain the violator's driver license and vehicle registration, as soon as is reasonably possible, when making a traffic stop.
- 15.5.3 Describe the reason why an officer should not argue with a traffic violator.
- 15.5.4 Identify the principal reason why an officer should not accept a motorist's wallet in response to a request for a driver license.

■ **15.6 License Identification**

Learning Goal: The officer shall understand the various forms of identification and how to determine their acceptability.

Performance Objectives: To meet the performance objective, the officer shall:

- 15.6.1 Given an exercise, through a process of interview and other methods of screening, determine the acceptability of various types of identification presented.
- 15.6.2 Identify at least one valid reason why it is important that an officer check both the validity and authenticity of a motorist's driver license.

■ **15.7 Traffic Stop Hazards**

Learning Goal: The officer shall be aware of hazards when making traffic stops.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

Performance Objectives: To meet the performance objective, the officer shall:

- 15.7.1 Describe the hazards involved when an officer performs a "traffic stop."
- 15.7.2 Identify the hazards to an officer when approaching, on foot, a vehicle stopped for a traffic citation.
- 15.7.3 Identify the areas which afford the most protection for the officer from passing traffic while completing a citation.

■ 15.8 Issuing Summons and Warnings

Learning Goal: The officer shall understand the process for issuance of Uniform Traffic Summons and warnings.

Performance Objectives: To meet the performance objective, the officer shall:

- 15.8.1 Describe the alternatives available to an officer as a result of a traffic situation.
- 15.8.2 Describe the court procedures and violator's alternatives in dealing with an issued summons.
- 15.8.3 Given a blank Uniform Traffic Summons, a word-picture, or audio-visual presentation depicting a traffic violation, and a Motor Vehicle Code, properly and legibly complete the form within the allotted time.
- 15.8.4 Identify that the required signature of a motorist on a citation is not an admission of guilt but a promise to appear.

■ 15.9 Traffic Stop Field Problems

Learning Goal: The officer shall demonstrate the ability to make the proper nighttime traffic stop.

Performance Objectives: To meet the performance objective, the officer shall:

- 15.9.1 Given nighttime exercises, demonstrate acceptable techniques for gaining the attention of the driver of a vehicle about to be stopped for a traffic violation.
- 15.9.2 Given nighttime exercises, involving a traffic violator's vehicle, stop, approach, and contact the occupant(s) of the vehicle without assuming a hazardous position from either the vehicle's occupant(s) or passing traffic.

■ 15.10 Traffic Directions

Learning Goal: The officer shall understand the basic concepts of traffic direction.

Performance Objectives: To meet the performance objective, the officer shall:

- 15.10.1 Demonstrate the recognized arm or hand signals used in traffic direction.
- 15.10.2 Safely light and extinguish a flare.
- 15.10.3 Demonstrate a method for using the flashlight to direct traffic in the hours of darkness.
- 15.10.4 Given an audio-visual presentation, transparency picture, handout, or exercise depicting an accident scene, mark where to lay, or will lay, a flare pattern that will best protect persons and property with regard to the presence of flammable materials and traffic flow.

PERFORMANCE OBJECTIVES FOR LAW ENFORCEMENT OFFICERS SEP 94

15.10.5 Describe the basic factors to consider in order to increase the smoothness and safety of traffic flow for vehicular and pedestrian traffic.

■ 15.11 Traffic Accident Investigation

Learning Goal: The officer shall understand the basic concepts of proper traffic accident investigation.

Performance Objectives: To meet the performance objective, the officer shall:

15.11.1 Identify one of the officer's first duties upon arriving at an accident scene as being an evaluation of what additional assistance is needed and to request it immediately.

15.11.2 Identify one of the officer's first duties at the scene of an accident as determining if injuries exist and rendering emergency treatment.

15.11.3 Identify an exception where the immediate removal from the street of vehicles involved in a traffic accident would be highly undesirable.

15.11.4 Identify an advantage of immediately removing or having vehicles involved in a traffic accident removed from the street.

15.11.5 Describe general procedures regarding the taking of accident reports.

15.11.6 Describe methods of determining possible causative violations or actions which contributed to the accident occurrence.

■ 15.12 Traffic Accident Field Problem

Learning Goal: The officer shall know how to investigate a traffic accident.

Performance Objective: To meet the performance objective, the officer shall:

15.12.1 Given a simulated traffic accident, the officer shall safely simulate the proper procedures necessary to properly investigate and report such accident.

16.0 Custody Procedures:

Learning Goal: The officer shall understand the basic requirements of the booking process.

Method: The classroom lecture, practical exercises.

Performance Objectives: To meet the performance objective, the officer shall:

■ 16.1 Identify the officer's responsibilities for securing the personal welfare of those prisoners being controlled during the booking process.

■ 16.2 Given word-pictures of types of adult prisoners, identify the booking process an officer must follow to conform with the law and minimum jail standards for each of the following: drunk prisoners, injured prisoners, sick prisoners, female prisoners, and mentally deranged prisoners.

■ 16.3 Given word-pictures of types of juvenile prisoners, identify the "booking" process in conformance with the law and minimum jail standards.

■ 16.4 Identify the procedural alternatives open to an officer upon booking a juvenile.

17.0 Crime Information and Communication Systems

Learning Goal: The officer shall understand and have a working knowledge of the standard crime information and communication systems.

Performance Objectives: To meet the performance objective, the officer shall:

- 17.1 List the crime information/communication systems currently in use.
- 17.2 Describe the security and confidentiality measures used on national and state crime information/communication systems and criminal history record information.
- 17.3 List the available data banks in the current crime information systems.
- 17.4 Given a practical exercise, demonstrate a working knowledge of procedures to use the state criminal information/communications system.

18.0 Surveillance Techniques

Learning Goal: The officer shall understand and have a working knowledge of surveillance techniques.

Method: Classroom lecture and demonstration, role-play, simulations.

Performance Objectives: To meet the performance objective, the officer shall:

- 18.1 Describe the advantages of having cultivated the people who live and work in the surveillance area for gathering information and augmenting surveillance effectiveness.
- 18.2 Describe several techniques for surveillance from a camouflaged location.
- 18.3 Identify the common errors that are often made when attempting to maintain a surveillance.

GENERAL SUB-CORE CURRICULUM

19.0 Court System

Learning Goal: The officer shall understand and have a working knowledge of the organization and operation of the Virginia Court System.

Method: Classroom lecture and demonstration, practical exercises.

Performance Objectives: To meet the performance objective, the officer shall:

- 19.1 Identify the organization structure, constitutional basis and primary responsibility for the Virginia Supreme Court, Circuit Court, General District Court, and magistrates.
- 19.2 Define jurisdiction and venue of the courts listed in subobjective 19.1.
- 19.3 Identify the organizational structure of the U.S. Federal Courts.
- 19.4 Identify the purposes of bail, arraignment, preliminary hearing, indictment, and trial in criminal cases.
- 19.5 Define the difference between a judge and a magistrate.
- 19.6 Define the role and functions of the judge, bailiff, commonwealth's attorney, and defense attorney in the courts.
- 19.7 Given descriptions of several different crimes or violations, identify in which court each would first be tried.
- 19.8 Identify the differences between civil and criminal law.

20.0 Crime Prevention

Learning Goal: The officer shall understand and have a working knowledge of crime prevention concepts.

Performance Objectives: To meet the performance objective, the officer shall:

- 20.1 Identify the elements of crime prevention.
- 20.2 Given word-pictures of possible but preventable crimes, identify the role that "opportunity reduction" and "target hardening" play in crime prevention.
- 20.3 Identify the prime operating features of the various types of security locking devices which may be recommended in a residential security survey.
- 20.4 Identify the negative security hazards in a residential structure and how they can be prevented.
- 20.5 Given word-pictures or a set of photographs or drawings of a residence with numerous security hazards, the officer shall identify the hazards and recommend appropriate security hardware or preventative action.
- 20.6 Identify ways that opportunity reduction can be achieved with specific preventable crimes.

FIELD TRAINING

- Departmental Policies, Rules and Regulations
- Departmental Procedures
 - a. Reports and Communications
 - b. Operations of Department
- Liaison with Commonwealth's Attorney, Judges and Other Criminal Justice Agencies (Federal, State, and Local)
- Local Ordinances
- Operation of Departmental and/or Law Enforcement Vehicle
- Familiarization and Execution of Legal Documents
- Familiarization of Territory and Facilities
- Familiarization with Magistrates and Courts
- Administrative Handling of Mental Cases
- Local Juvenile Procedures
- Structure of Local Government

Appendix C

The purpose of the Combined Training School Policy is to allow certified criminal justice academies to conduct entry level training schools in such a manner as to meet the compulsory minimum training standards for several primary functions of criminal justice officers. Such training also allows the individual officer to attend and successfully complete required training for a single primary function if no desire exists to attend training applicable to all primary functions for which a criminal justice agency may employ an individual.

In order to meet compulsory minimum standards, an officer may either attend a combined training school or a school approved for a single primary function. The following indicates the combinations of training which may be approved as a combined entry level training session effective July 1, 1993.

COMBINATION #1

Law Enforcement, Jailor, Courthouse/Courtroom Security And Process Service Officer

The entry-level law enforcement program forms the core performance objectives for the combined school. Officers seeking certification in additional areas must complete all law enforcement objectives and the following objectives from the entry-level jailor, courthouse/courtroom security and process officer curricula.

31.1	Code of Ethics 31.1.1 and 31.1.2	31.11.3 through 31.11.5
31.2	Jail History 31.2.1	32.1 Code of Virginia 32.1.1 through 32.1.3
31.3	Court Systems 31.3.4	32.2 Constitutional Law and Civil Liability 32.2.1 through 32.2.16
31.4	Commonwealth Attorney, Defense Attorney, Judge 31.4.3	32.3 Laws of Arrest 32.3.3, 32.3.5, and 32.3.11
31.5	Juvenile Offender and the Juvenile Justice System 31.5.3 and 31.5.4	32.4 Rules of Evidence 32.4.2 through 32.4.5, 32.4.7, 32.4.9, 32.4.12 and 32.4.13
31.6	Freedom of Information Act 31.6.1 through 31.6.4	32.6 Juvenile Law 32.6.2, 32.6.4, and 32.6.6
31.7	Public Responsibility 31.7.1 through 31.7.3	32.7 Search and Seizure 32.7.2 through 32.7.4, 32.7.10, 32.7.16 through 32.7.19
31.8	Probation and Parole 31.8.1 through 31.8.3	33.2 Transportation and Physical Restraints 33.2.1, 33.2.15 through 33.2.19
31.9	Work Release 31.9.1 through 31.9.3	33.3 Officer Safety and Arrest Techniques 33.3.1 through 33.3.3, 33.3.6 through 33.3.10, and 33.3.13
31.10	Community Resources 31.10.3	33.4 Hostage and Disturbance 33.4.1 through 33.4.9
31.11	Communications and Crises	33.5 Unusual Prisoners

- 33.5.1, 33.5.3 and 33.5.5 through 33.5.14
- 33.6 Chemical Agents**
33.6.1 and 33.6.2, 33.6.4 through 33.6.6
- 33.9 Report Writing**
33.9.2, 33.9.3 and 33.9.6 and 33.9.7
- 33.10 Privacy of Criminal History Records**
33.10.1 and 33.10.2, 33.10.5 through 33.10.7
- 33.11 Cell and Personal Search**
33.11.1 through 33.11.4, 33.11.7 and 33.11.8,
33.11.10 through 33.11.12 and 33.11.15
- 33.12 Stress Management**
33.12.1 through 33.12.5
- 33.13 Fire Safety**
33.13.1 through 33.13.6
- 33.14 Crisis Intervention**
33.14.1 through 33.14.6
- 34.1 Basic Security**
34.1.1 through 34.1.15
- 34.2 Inmate Supervisory Techniques**
34.2.1 through 34.2.16
- 34.3 Inmate Behavior**
34.3.1 through 34.3.4
- 34.4 Key Control/Headcount**
34.4.1 through 34.4.13
- 34.5 Classification**
34.5.1 through 34.5.7
- 34.6 Receiving and Discharging Inmates**
34.6.1 through 34.6.12, 34.6.14 through 34.6.19
- 34.7 Escapes**
34.7.1 through 34.7.8
- 34.8 Trustees**
34.8.1 through 34.8.4
- 34.9 Medication**
34.9.1 through 34.9.10
- 34.10 Discipline/Due Process**
34.10.1 through 34.10.8
- 34.11 Introduction to Fingerprinting**
34.11.1 through 34.11.4
- 34.12 Protecting a Crime Scene in a Jail**
34.12.1 through 34.12.4
- 34.13 Jail Climate and Jailors**
34.13.1 through 34.13.4
- 41.1 Duties and Responsibilities**
41.1.1 through 41.1.6
- 41.2 Security Threats**
41.2 through 41.2.5
- 41.3 Explosives and Security Problems**
41.3.1 through 41.3.6
- 41.4 Identification of Personnel/Package Control/Detection Devices**
41.4.1 through 41.4.5
- 41.5 Sequestered Juries/Witnesses**
41.5.1 through 41.5.5
- 41.6 Moot Problem/Courtroom Search**
41.6.1 through 41.6.4
- 42.1 Laws of Civil Process and Implementation Duties**
42.1.1 and 42.1.2, 42.1.4 through 42.1.16
- 42.2 Department of Motor Vehicle**
42.2.1 through 42.2.2
- 42.3 Legal Document Workshop and Forms**
42.3.1 through 42.3.3

COMBINATION #2**Law Enforcement and Jailor**

The entry-level law enforcement program forms the core of the combined school. Officers seeking certification in additional areas must complete all law enforcement objectives and the following objectives from the entry-level jailor curriculum.

- | | |
|--|--|
| 31.1 Code of Ethics
31.1.1 and 31.1.2 | 32.4 Rules of Evidence
32.4.2 through 32.4.5, 32.4.7, 32.4.9, 32.4.12
and 32.4.13 |
| 31.2 Jail History
31.2.1 | 32.6 Juvenile Law
32.6.2, 32.6.4, and 32.6.6 |
| 31.3 Court Systems
31.3.4 | 32.7 Search and Seizure
32.7.2 through 32.7.4, 32.7.10, 32.7.16 through
32.7.19 |
| 31.4 Commonwealth Attorney, Defense Attorney,
Judge
31.4.3 | 33.2 Transportation and Physical Restraints
33.2.1, 33.2.15 through 33.2.19 |
| 31.5 Juvenile Offender and the Juvenile Justice
System
31.5.3 and 31.5.4 | 33.3 Officer Safety and Arrest Techniques
33.3.1 through 33.3.3, 33.3.6 through 33.3.10,
and 33.3.13 |
| 31.6 Freedom of Information Act.
31.6.1 through 31.6.4 | 33.4 Hostage and Disturbance
33.4.1 through 33.4.9 |
| 31.7 Public Responsibility
31.7.1 through 31.7.3 | 33.5 Unusual Prisoners
33.5.1, 33.5.3 and 33.5.5 through 33.5.14 |
| 31.8 Probation and Parole
31.8.1 through 31.8.3 | 33.6 Chemical Agents
33.6.1 and 33.6.2, 33.6.4 through 33.6.6 |
| 31.9 Work Release
31.9.1 through 31.9.3 | 33.9 Report Writing
33.9.2, 33.9.3 and 33.9.6 and 33.9.7 |
| 31.10 Community Resources
31.10.3 | 33.10 Privacy of Criminal History Records
33.10.1 and 33.10.2, 33.10.5 through 33.10.7 |
| 31.11 Communications and Crises
31.11.3 through 31.11.5 | 33.11 Cell and Personal Search
33.11.1 through 33.11.4, 33.11.7 and 33.11.8,
33.11.10 through 33.11.12 and 33.11.15 |
| 32.1 Code of Virginia
32.1.1 through 32.1.3 | 33.12 Stress Management
33.12.1 through 33.12.5 |
| 32.2 Constitutional Law and Civil Liability
32.2.1 through 32.2.16 | 33.13 Fire Safety
33.13.1 through 33.13.6 |
| 32.3 Laws of Arrest
32.3.3, 32.3.5, and 32.3.11 | 33.14 Crisis Intervention |

33.14.1 through 33.14.6

34.1 Basic Security

34.1.1 through 34.1.15

34.2 Inmate Supervisory Techniques

34.2.1 through 34.2.16

34.3 Inmate Behavior

34.3.1 through 34.3.4

34.4 Key Control/Headcount

34.4.1 through 34.4.13

34.5 Classification

34.5.1 through 34.5.7

34.6 Receiving and Discharging Inmates

34.6.1 through 34.6.12, 34.6.14 through 34.6.19

34.7 Escapes

34.7.1 through 34.7.8

34.8 Trusties

34.8.1 through 34.8.4

34.9 Medication

34.9.1 through 34.9.10

34.10 Discipline/Due Process

34.10.1 through 34.10.8

34.11 Introduction to Fingerprinting

34.11.1 through 34.11.4

34.12 Protecting a Crime Scene in a Jail

34.12.1 through 34.12. 4

34.13 Jail Climate and Jailors

34.13.1 through 34.13.4

COMBINATION #3

Law Enforcement and Courthouse/Courtroom Security and Process Service Officer

The entry-level law enforcement program forms the core of the combined school. Officers seeking certification in additional areas must complete all law enforcement objectives and the following objectives from the entry-level courthouse/courtroom security and process officer curriculum.

- | | |
|---|---|
| <p>31.1 Code of Ethics
31.1.1 and 31.1.2</p> <p>31.2 Jail History
31.2.1</p> <p>31.3 Court Systems
31.3.4</p> <p>31.4 Commonwealth Attorney, Defense Attorney, Judge
31.4.3</p> <p>31.5 Juvenile Offender and the Juvenile Justice System
31.5.3 and 31.5.4</p> <p>31.6 Freedom of Information Act.
31.6.1 through 31.6.4</p> <p>31.7 Public Responsibility
31.7.1 through 31.7.3</p> <p>31.8 Probation and Parole
31.8.1 through 31.8.3</p> <p>31.9 Work Release
31.9.1 through 31.9.3</p> <p>31.10 Community Resources
31.10.3</p> <p>31.11 Communications and Crises
31.11.3 through 31.11.5</p> <p>32.1 Code of Virginia
32.1.1 through 32.1.3</p> <p>32.2 Constitutional Law and Civil Liability
32.2.1 through 32.2.16</p> <p>32.3 Laws of Arrest
32.3.3, 32.3.5, and 32.3.11</p> | <p>32.4 Rules of Evidence
32.4.2 through 32.4.5, 32.4.7, 32.4.9, 32.4.12 and 32.4.13</p> <p>32.6 Juvenile Law
32.6.2, 32.6.4, and 32.6.6</p> <p>32.7 Search and Seizure
32.7.2 through 32.7.4, 32.7.10, 32.7.16 through 32.7.19</p> <p>33.2 Transportation and Physical Restraints
33.2.1, 33.2.15 through 33.2.19</p> <p>33.3 Officer Safety and Arrest Techniques
33.3.1 through 33.3.3, 33.3.6 through 33.3.10, and 33.3.13</p> <p>33.4 Hostage and Disturbance
33.4.1 through 33.4.9</p> <p>33.5 Unusual Prisoners
33.5.1, 33.5.3 and 33.5.5 through 33.5.14</p> <p>33.6 Chemical Agents
33.6.1 and 33.6.2, 33.6.4 through 33.6.6</p> <p>33.9 Report Writing
33.9.2, 33.9.3 and 33.9.6 and 33.9.7</p> <p>33.10 Privacy of Criminal History Records
33.10.1 and 33.10.2, 33.10.5 through 33.10.7</p> <p>33.11 Cell and Personal Search
33.11.1 through 33.11.4, 33.11.7 and 33.11.8, 33.11.10 through 33.11.12 and 33.11.15</p> <p>33.12 Stress Management
33.12.1 through 33.12.5</p> <p>33.13 Fire Safety
33.13.1 through 33.13.6</p> <p>33.14 Crisis Intervention</p> |
|---|---|

33.14.1 through 33.14.6

41.1 Duties and Responsibilities

41.1.1 through 41.1.6

41.2 Security Threats

41.2 through 41.2.5

41.3 Explosives and Security Problems

41.3.1 through 41.3.6

**41.4 Identification of Personnel/Package
Control/Detection Devices**

41.4.1 through 41.4.5

41.5 Sequestered Juries/Witnesses

41.5.1 through 41.5.5

41.6 Moot Problem/Courtroom Search

41.6.1 through 41.6.4

**42.1 Laws of Civil Process and Implementation
Duties**

42.1.1 and 42.1.2, 412.1.4 through 42.1.16

42.2 Department of Motor Vehicle

42.2.1 through 42.2.2

42.3 Legal Document Workshop and Forms

42.3.1 through 42.3.3

Performance Objectives for Jailors or Custodial Officers, Courthouse and Courtroom Security Officers and Process Service Officers

31.0 Background Materials

■ **31.1 Code of Ethics**

By the end of this session, the officer:

- 31.1.1 Will define what is meant by ethics.
- 31.1.2 Will explain the components of the Code of Ethics.
- 31.1.3 Will indicate why officers should be examples of high ethical and moral standards.
- 31.1.4 Will define unethical conduct on the part of fellow officers.

■ **31.2 Jail History**

By the end of this session, the officer:

- 31.2.1 Will state the jail's role in corrections in terms of correctional philosophy.

■ **31.3 Court Systems**

By the end of this session, the officer:

- 31.3.1 Will describe the basic organization and structure of the courts in the United States.
- 31.3.2 Will explain the difference between civil and criminal law.
- 31.3.3 Will depict the organization and structure of the Virginia State Courts.
- 31.3.4 Will identify the duties and responsibilities of employees of the Court Service Unit.

■ **31.4 Commonwealth Attorney/Defense Attorney/Judge**

By the end of this session, the officer:

- 31.4.1 Will list the key functions of the Commonwealth Attorney.
- 31.4.2 Will list the key functions of the Defense Attorney.
- 31.4.3 Will identify the legal services to which inmates are entitled in civil matters.
- 31.4.4 Will identify the principal functions of a judge.

■ **31.5 Juvenile Offender and Juvenile Justice System**

By the end of this session, the officer:

- 31.5.1 Will describe the organization of the Juvenile and Domestic Relations District Court in Virginia.
- 31.5.2 Will list the principal operational functions of the Juvenile and Domestic Relations District Court in Virginia.
- 31.5.3 Will list the principal powers and duties of the juvenile probation officer in Virginia.
- 31.5.4 Will list the principal powers and duties of the juvenile intake officer in Virginia.
- 31.5.5 Will identify constitutional guarantees afforded juveniles taken into custody.
- 31.6 Freedom of Information Act
 - By the end of this session, the officer:
 - 31.6.1 Will identify the role of the Freedom of Information Act.
 - 31.6.2 Will relate the Freedom of Information Act to jail work.
 - 31.6.3 Will list the principal exemptions and exceptions of the Act.
 - 31.6.4 Will identify the statutory punishments contained in the Act.
- 31.7 Community Relations: Public Responsibility
 - By the end of this session, the officer:
 - 31.7.1 Will define what is meant by community relations.
 - 31.7.2 Will define what is meant by a community relations program.
 - 31.7.3 Will identify how an officer can promote positive public relations.
- 31.8 Community Relations: Probation and Parole
 - By the end of this session, the officer:
 - 31.8.1 Will define parole.
 - 31.8.2 Will identify two types of parole.
 - 31.8.3 Will define probation.
- 31.9 Community Relations: Work Release
 - By the end of this session, the officer:
 - 31.9.1 Will define work release.
 - 31.9.2 Will identify the statutory authority for work release in Virginia.

31.9.3 Will list the advantages and disadvantages of work release.

■ 31.10 Community Relations: Community Resources

By the end of this session, the officer:

31.10.1 Will define what is meant by community resources.

31.10.2 Will identify types of potential community resources available to a jail.

31.10.3 Will list values of community resources to a jail.

■ 31.11 Community Relations: Communications and Crises

By the end of this session, the officer:

31.11.1 Will define what is meant by communication.

31.11.2 Will list obstacles to effective communication.

31.11.3 Will define what is meant by a jail crisis situation.

31.11.4 Will list the appropriate steps of an effective jail crisis management process.

31.11.5 Will define crisis intervention and conflict management.

32.0 Legal Issues

■ 32.1 Code of Virginia

By the end of this session, the officer:

32.1.1 Will describe the process by which laws are enacted at the state and local levels in Virginia.

32.1.2 Will list the specific powers and duties of a sheriff and sheriff's deputies as provided by the Code of Virginia.

32.1.3 Will enumerate the basic laws governing jail administration and operations according to the Code of Virginia.

32.1.4 Will distinguish between felonies and misdemeanors.

32.1.5 Will cite the range of punishments for felonies and misdemeanors as contained in the Code of Virginia.

■ 32.2 Constitutional Law and Civil Liability

By the end of this session, the officer:

- 32.2.1 Will define constitutional law.
- 32.2.2 Will cite inmate's rights according to the Constitution.
- 32.2.3 Will explain the differences in constitutional rights between pretrial detainees and post-conviction jail inmates.
- 32.2.4 Will define civil liability.
- 32.2.5 Will define criminal liability.
- 32.2.6 Will list preventive measures and defenses against liability suits.
- 32.2.7 Will list the protection provided in the First Amendment of the U.S. Constitution.
- 32.2.8 Will list the protection provided by the Fifth Amendment of the U.S. Constitution.
- 32.2.9 Will state the major areas that are consistently being attacked under the Eighth Amendment to U.S. Constitution.
- 32.2.10 Will state the reasons an inmate may be placed in administrative segregation.
- 32.2.11 Will state how the Fourteenth Amendment has been interpreted by the Supreme Court.
- 32.2.12 Will identify the conditions of a Section 1983 lawsuit.
- 32.2.13 Will explain the concept of "good faith" as the defense against a Section 1983 lawsuit.
- 32.2.14 Will list and define the levels of negligence.
- 32.2.15 Will list and explain the types of damages that may be awarded in a tort suit.
- 32.2.16 Will state the major differences between a Title 18, U.S. Code Section 241 and Title 18, U.S. Code Section 242 suit.

■ 32.3 Laws of Arrest

By the end of this session, the officer:

- 32.3.1 Will define an arrest.
- 32.3.2 Will list the conditions necessary to make felony and misdemeanor arrests.
- 32.3.3 Will list the statutory requirements for using a warrant or a summons.
- 32.3.4 Will detail the process for executing an arrest.
- 32.3.5 Will identify groups of individuals legally immune to arrest under certain circumstances.
- 32.3.6 Will cite the laws concerning the use of force in making an arrest.

- 32.3.7 Will detail stop and frisk limitations as imposed by the U.S. Supreme Court.
- 32.3.8 Will identify the process for filing reports with the Central Criminal Records Exchange.
- 32.3.9 Will state the situations when a warrantless arrest is authorized.
- 32.3.10 Will list the Virginia requirements related to the execution of a warrant.
- 32.3.11 Will explain what a summons is, and list the condition under which a summons may be issued in lieu of a warrant.
- 32.3.12 Will explain the effect of *Tennessee v. Garner* on the use of force.
- 32.3.13 Will explain the conditions, according to *Terry v. Ohio*, that must exist in order to make an investigative stop.
- 32.3.14 Will explain the effects of the *Miranda* decision on the rights of arrestees.

■ 32.4 Rules of Evidence

By the end of this session, the officer:

- 32.4.1 Will distinguish between a civil and criminal trial.
- 32.4.2 Will list the reasons for personal confidence that circumstantial evidence is legal and competent.
- 32.4.3 Will cite the general rule concerning admissibility of opinion testimony.
- 32.4.4 Will list the common categories of persons who are incompetent as witnesses.
- 32.4.5 Will define privileged communications.
- 32.4.6 Will define hearsay.
- 32.4.7 Will define the best evidence rule.
- 32.4.8 Will define chain of evidence.
- 32.4.9 Will define presumptions.
- 32.4.10 Will define the exclusionary rule.
- 32.4.11 Will list exceptions to the hearsay rule.
- 32.4.12 Will list the conditions that could render a person incompetent as a witness.
- 32.4.13 Will discuss opinion evidence as it applies to lay witnesses and expert witnesses.

■ 32.5 Probable Cause

By the end of this session, the officer:

- 32.5.1 Will define probable cause.
- 32.5.2 Will detail the process for the establishment of probable cause.
- 32.5.3 Will explain how the expertise of an officer relates to the establishment of probable cause.
- 32.5.4 Will distinguish between probable cause to arrest and probable cause to search and seize.

■ 32.6 Juvenile Law

By the end of this session, the officer:

- 32.6.1 Will distinguish between juvenile and adult courts.
- 32.6.2 Will list the criteria by which a juvenile may be transferred to the circuit court and tried as an adult.
- 32.6.3 Will detail the legal circumstances that permits an officer to take into physical custody a juvenile.
- 32.6.4 Will distinguish between the processing of a juvenile taken into custody when the juvenile court is open and when it is not open.
- 32.6.5 Will state the legal rules regarding the transportation and confinement of juveniles. 32.6.6 Will state the legal rules on filing and disseminating juvenile court and law enforcement records.
- 32.6.7 Will detail the legal procedures for the interrogation of juveniles by police.

■ 32.7 Search and Seizure

By the end of this session, the officer:

- 32.7.1 Will define search and seizure.
- 32.7.2 Will identify the laws governing search and seizure procedures.
- 32.7.3 Will list those places protected by the Fourth Amendment.
- 32.7.4 Will define four kinds of searches in terms of statutory authority.
- 32.7.5 Detail the processes for obtaining and executing a search warrant.
- 32.7.6 Will list the legal criteria for the search of a person.
- 32.7.7 Will define the stop and frisk law.
- 32.7.8 Will list the legal rules governing the search of a vehicle.
- 32.7.9 Will cite the penalty for an illegal search.
- 32.7.10 Will cite the legal process for searches of inmates and prison cells.

- 32.7.11 Will identify the types of property a law enforcement officer may search for.
- 32.7.12 Will identify persons who may issue a search warrant.
- 32.7.13 Will list the information that must be included in an affidavit.
- 32.7.14 Will state the conditions that must exist before performing a search without a warrant.
- 32.7.15 Will explain the "Carroll Doctrine" and its effect on searches.
- 32.7.16 Will discuss the effects of Hudson v. Palmer on searching inmate's cells.
- 32.7.17 Will state the procedure that must be followed before being able to search visitors or staff entering a correctional facility.
- 32.7.18 Will state the conditions that must exist before a no-knock entry may be made.
- 32.7.19 Will state the restrictions according to Section 19.2-59.1 on strip searches.
- 32.7.20 Will state the conditions necessary to perform a search of a person or premises being searched.

33.0 Combined Subjects

■ 33.1 Courtroom Demeanor

By the end of this session, the officer:

- 33.1.1 Will identify critical areas to consider when preparing for a court appearance.
- 33.1.2 Will list general rules for effective court testimony.
- 33.1.3 Will demonstrate how to properly testify in court.

■ 33.2 Transportation and Physical Restraints

By the end of this session, the officer:

- 33.2.1 Will list basic rules for prisoner transportation.
- 33.2.2 Will list guidelines for prisoner transportation.
- 33.2.3 Will identify commonly used restraining devices.
- 33.2.4 Will demonstrate the proper use of the various types of restraining devices at a performance standard determined by the instructor.
- 33.2.5 Will list reasons for the use of physical restraint equipment.

- 33.2.6 Will state procedures for securing more than one inmate; e.g., two prisoners, one set of cuffs; three prisoners, two sets of cuffs.
- 33.2.7 Will explain why a vehicle should be searched before and after transporting inmates.
- 33.2.8 Will list the areas of the vehicle that should be searched.
- 33.2.9* Will demonstrate how to check condition of safety equipment.
- 33.2.10* Will demonstrate how to check vehicle fluid levels.
- 33.2.11* Will demonstrate how to search inmates to be transported.
- 33.2.12* Will demonstrate proper positioning when walking with an inmate.
- 33.2.13* Will demonstrate proper positioning for the officers and inmate in the transport vehicle.
- 33.2.14* Will demonstrate the proper technique for placing and removing an inmate from a transport vehicle.
- 33.2.15 Will identify the types of restraints that may be used in a transport vehicle.
- 33.2.16 Will explain procedures for accompanying inmates on commercial transportation.
- 33.2.17 Will state procedures when male officers are transporting female inmates.
- 33.2.18 Will explain how to handle emergencies while enroute, such as car trouble, medical problems, or being followed.
- 33.2.19 Will explain the importance of filing and following a fixed itinerary.

■ **33.3 Officer Safety and Arrest Techniques**

By the end of this session, the officer:

- 33.3.1 Will list the safety precautions to be used in defensive tactics.
- 33.3.2* Will demonstrate physical safety measures in law enforcement.
- 33.3.3* Will demonstrate the proper demeanor and procedures for making a lawful arrest.
- 33.3.4* Will demonstrate proper procedures for searching a person under arrest.
- 33.3.5 Will list the policies and laws regarding the use of force when making an arrest.
- 33.3.6 Will identify acceptable ways of securing seized weapons incidental to searches and physical confrontations.
- 33.3.7* Will demonstrate acceptable procedures for ensuring self-defense.
- 33.3.8* Will demonstrate use of personal weapons and knowledge of vulnerable areas of the body to gain

control of arrestee/inmate.

- 33.3.9* Will demonstrate the basic law enforcement stance.
- 33.3.10* Will demonstrate defenses against armed and unarmed attacks.
- 33.3.11* Will demonstrate control techniques and takedowns.
- 33.3.12* Will demonstrate weapon retention and disarming techniques.
- 33.3.13* Will demonstrate safe handling of seized weapons.

■ 33.4 Hostages and Disturbances

By the end of this session, the officer:

- 33.4.1 Will identify the guidelines for personal action in a hostage/disturbance situation.
- 33.4.2 Will identify the reaction areas associated with an initial response to a hostage/disturbance situation.
- 33.4.3 Will list reasons for not allowing the exchange of hostages.
- 33.4.4 Will list the principal institutional and non-institutional causes of riots/disturbance situations.
- 33.4.5 Will list types of riots/disturbance situations.
- 33.4.6 Will outline the control plan for riots/disturbance situations.
- 33.4.7 Will identify non-negotiable items.
- 33.4.8 Will list items that should be remembered if there is a hostage situation.
- 33.4.9 Will explain the steps necessary to restore the institution to normal operation after a disturbance/riot.

■ 33.5 Unusual Prisoners

By the end of this session, the officer:

- 33.5.1 Will state the purposes of recognizing unusual prisoners.
- 33.5.2 Will describe the symptoms associated with alcohol and other drug abusers.
- 33.5.3 Will describe what procedures should be followed in the handling of alcohol and other drug abusers including those of emergency first aid.
- 33.5.4 Will describe the effects of alcohol and other drugs and be able to identify other injuries and diseases that may produce the same or similar effects of intoxication.

- 33.5.5 Will identify the five major classes of drugs, cite two examples from each class, and know the general effects of each class of drugs including withdrawal symptoms.
- 33.5.6 Will describe how alcohol and other drugs are smuggled into jails and where and when to search for them.
- 33.5.7 Will describe the symptoms of an epileptic seizure and the procedures to follow in the event of one.
- 33.5.8 Will describe the symptoms of a diabetic coma and diabetic shock, and explain what procedures to follow for each.
- 33.5.9 Will describe the characteristics that may be exhibited by suicidal inmates and will state procedures to follow for inmates exhibiting suicidal tendencies.
- 33.5.10 Will identify traits exhibited by sex deviates and will explain what procedures to follow in handling these inmates.
- 33.5.11 Will state the symptoms of the mentally ill person, and state the procedures to be followed when dealing with same.
- 33.5.12 Will state the procedures to be followed in handling inmates having communicable diseases.
- 33.5.13 Will describe the behavior of violent and assaultive inmates and state the procedures to be followed for dealing with same.
- 33.5.14 Will state the procedures to be followed in handling juveniles and female prisoners.

■ 33.6 Chemical Agents

By the end of this session, the officer:

- 33.6.1 Will identify the nomenclature of chemical agents.
- 33.6.2 Will describe the procedure for managing chemical agents.
- 33.6.3 Will state the applicable laws governing the use of chemical agents.
- 33.6.4 Will cite the minimum standards regarding the use of chemical agents.
- 33.6.5 Will cite the appropriate first aid procedures for a person exposed to chemical agents.
- 33.6.6 Will list the procedures for decontaminating exposed buildings.

■ 33.7 Firearms

By the end of this session, the officer:

- 33.7.1 Will describe the fundamental elements of case law and statutory law pertaining to the justifiable use of deadly force by a criminal justice officer.

- 33.7.2 Will define the elements of justifiable use of deadly force.
- 33.7.3 Will explain the legal relationship between fear and the use of deadly force.
- 33.7.4 Will list and explain the factors and situations an officer must consider when faced with the use of deadly force.
- 33.7.5 When given audio-visual presentations or word-picture descriptions depicting situations where deadly force may be necessary, will state (with each situation) whether deadly force is justified and reasonable.
- 33.7.6 When given audio-visual presentations or word-picture descriptions involving homicide by a criminal justice officer, will identify when the homicide is justifiable.
- 33.7.7* Will demonstrate safe handling of handguns.
- 33.7.8* Will demonstrate the safe handling of shotguns.
- 33.7.9* Will properly clean the service handgun.
- 33.7.10* Will demonstrate the principles of good marksmanship using the officer's agency handgun.
- 33.7.11* Will demonstrate the commonly recognized shooting positions.
- 33.7.12* Will demonstrate the principles of good marksmanship utilizing the officer's agency shotgun.
- 33.7.13* Will demonstrate commonly recognized shooting positions using the officer's agency shotgun.
- 33.7.14* Given a daylight range exercise with a time limitation and an acceptable score established by the school, agency, or academy board, will fire a minimum of 25 target rounds on a handgun course consisting of single and/or multiple silhouette targets at ranges of one to fifteen yards using the service handgun and "point (no sights) aiming."
- 33.7.15* Given a daylight range exercise established by the Department, will load, empty, and reload the service handgun utilizing the authorized agency ammunition and loading device worn by the officer during regular duty assignment.
- 33.7.16* Given a nighttime range exercise with a time limitation established by the school, agency, or academy board, will fire a minimum of 25 target rounds on a handgun course consisting of single and/or multiple silhouette targets at ranges of one to fifteen yards using the service handgun and "point (no sights) aiming" with an acceptable score.
- 33.7.17* Given a nighttime range exercise established by the school, agency, or academy board, will load, empty, and reload the service handgun using the authorized agency ammunition and loading device worn by the officer during regular duty assignment.
- 33.7.18* Given a daylight combat range exercise with a time limitation and an acceptable score established by the Department, will fire a minimum of 60 rounds on a handgun course consisting of multiple and/or single silhouette targets from both strong and weak hand barricade positions using the service handgun and point shoulder aiming.

- 33.7.19* Given a daylight combat range exercise established by the Department, will load, empty, and reload the service handgun utilizing the authorized agency ammunition and loading devices worn by the officer during regular duty assignment.
- 33.7.20* Given a nighttime combat range exercise with a time limitation and an acceptable score established by the school, agency, or academy board, the officer will fire a minimum of 50 rounds on a handgun course consisting of multiple and/or single silhouette targets from both strong and weak hand barricade positions using the service handgun and point shoulder aiming.
- 33.7.21* Given a nighttime combat range exercise established by the school, agency, or academy board, will load, empty, and reload the service handgun utilizing the authorized agency ammunition and loading device worn by the officer during regular duty assignment.
- 33.7.22* Given a daylight combat range exercise with distances, time limitation, and an acceptable score established by the school, agency, or academy board, will fire at least 20 rounds at single and/or multiple silhouette targets from shoulder and hip positions. [NOTE: THIS OBJECTIVE REFERS TO THE SHOTGUN]
- 33.7.23* Given a nighttime combat range exercise with distances, time limitations, and acceptable scores established by the school, agency, or academy board, will fire at least 6 rounds at single and/or multiple silhouette targets from combat positions. [NOTE: THIS OBJECTIVE REFERS TO THE SHOTGUN]

■ 33.8 First Aid/CPR

By the end of this session, the officer:

- 33.8.1 Will define first aid.
- 33.8.2* Will demonstrate an acceptable knowledge of and skills in artificial respiration, wounds, shock, specific injuries, poisonings, burns, frostbite, heat related emergencies, fractures, sudden illness, and emergency rescue transfer.

■ 33.9 Report Writing

By the end of this session, the officer:

- 33.9.1 Will list at least three purposes/values of a report.
- 33.9.2 Will list the essential requirements of a report.
- 33.9.3 Will identify the types of reports most frequently used in the jail.
- 33.9.4* Will write a report based on a prepared incident.
- 33.9.5* Will demonstrate ability to record an acceptable and accurate set of notes when given information regarding a moot situation.
- 33.9.6 Will list reasons for taking accurate and complete notes.
- 33.9.7 Will list reasons for preparing accurate, complete, and legible reports.

■ 33.10 Privacy of Criminal History and Records

By the end of this session, the officer:

- 33.10.1 Will identify records that must meet privacy and security regulations.
- 33.10.2 Will identify persons or groups who have the right to legal access to criminal history record information.
- 33.10.3 Will describe the essential elements of the Criminal Justice Information System.
- 33.10.4 Will describe the essential elements of the Virginia Criminal Information Network.
- 33.10.5 Will state the documentation that is required when disseminating criminal history records information.
- 33.10.6 Will list the civil and criminal penalties for violating provisions of the law concerning privacy and security of criminal history records.
- 33.10.7 Will know how to apply the Freedom of Information Act to requests for information.

■ 33.11 Cell and Person Search

By the end of this session, the officer:

- 33.11.1 Will cite the primary reasons for searching all locations accessible to inmates.
- 33.11.2* Will demonstrate proficiency in conducting a search of a location.
- 33.11.3 Will define contraband.
- 33.11.4 Will cite places of concealment of contraband.
- 33.11.5 Will list reasons for conducting body searches.
- 33.11.6 Will list basic rules for conducting body searches.
- 33.11.7 Will define a frisk search.
- 33.11.8 Will define a strip search.
- 33.11.9* Will demonstrate ability to search a person.
- 33.11.10 Will define types of personal searches.
- 33.11.11 Will identify times when searches may be performed.
- 33.11.12 Will state the limitations on strip searches according to Section 19.2-59.1.
- 33.11.13* Will demonstrate proper demeanor while performing a personal search.

33.11.14* Will demonstrate various search positions.

33.11.15* Will demonstrate proper action to be taken when contraband is found during a personal search.

■ 33.12 Stress

By the end of this session, the officer:

33.12.1 Will define stress.

33.12.2 Will list physical and/or psychological reactions to stress.

33.12.3 Will define distress and eustress.

33.12.4 Will list stressors.

33.12.5 Will list approaches that can be used to facilitate positive coping with stress.

■ 33.13 Fire Safety

By the end of this session, the officer:

33.13.1 Will identify common materials in detention facilities that are used as fuel by inmates.

33.13.2 Will list causes of accidental fires.

33.13.3 Will identify on-the-job precautionary techniques for arson fires.

33.13.4 Will list security indicators of arson being planned in the facility by prisoners.

33.13.5 Will identify the major components of fire prevention planning.

33.13.6 Will list the proper fire suppressant for various types of flammable materials.

■ 33.14 Crisis Intervention

By the end of this session, the officer:

33.14.1 Will define crisis.

33.14.2 Will list the basic responses of a person in crisis.

33.14.3 Will list types of crises found in a jail.

33.14.4 Will identify types of persons in jail likely to have crises.

33.14.5 Will describe crisis intervention techniques.

33.14.6 Will list the steps of a crisis analysis.

34.0 Jail Operations/Security

■ 34.1 Basic Security

By the end of this session, the officer:

- 34.1.1 Will identify the most important aspect of security in a jail facility.
- 34.1.2 Will list the main objectives of security.
- 34.1.3 Will list the important factors of security.
- 34.1.4 Will define preventive patrol.
- 34.1.5* Will demonstrate ability to engage in a lockdown.
- 34.1.6* Will demonstrate ability to engage in a shakedown.
- 34.1.7 Will identify the officer's role in maintaining jail security.
- 34.1.8 Will identify conditions in the cell block that may signal illicit activities.
- 34.1.9 Will state the minimum number of rounds required per hour.
- 34.1.10* Will demonstrate basic steps in making proper rounds.
- 34.1.11 Will identify methods of keeping informed of previous cell block activities such as new inmates, fights, etc.
- 34.1.12 Will list basic rules for ensuring officer safety during rounds.
- 34.1.13* Will demonstrate ability to apply the basic rules for officer observation.
- 34.1.14 Will identify the elements of daily and weekly cell block inspections.
- 34.1.15* Will demonstrate ability to complete a post log entry after rounds.

■ 34.2 Inmate Supervision

By the end of this session, the officer:

- 34.2.1 Will define supervision.
- 34.2.2 Will state the goals of correctional supervision.
- 34.2.3 Will list major roles of a correctional officer.
- 34.2.4 Will list the components of a professional attitude.
- 34.2.5 Will identify basic supervisory techniques.

- 34.2.6 Will identify supervisory skills that can result in positive changes of inmates.
- 34.2.7 Will identify tactics used by inmates to manipulate or control officer.
- 34.2.8* Will demonstrate ability to use interpersonal communications skills.
- 34.2.9* Will demonstrate delivery of inmate mail.
- 34.2.10 Will list effects of poor or inadequate supervisory techniques.
- 34.2.11 Will identify procedures to monitor and document inmate telephone calls.
- 34.2.12* Will demonstrate proper procedure to issue linen and clothing.
- 34.2.13 Will define the principles of professionalism in correctional supervision.
- 34.2.14 Will define communication.
- 34.2.15* Will demonstrate supervision of inmates at recreation, work assignments, at commissary, during meals, during visitation, appointments and meetings.
- 34.2.16 Will identify factors required of a correctional officer to provide effective supervision of inmates.

■ 34.3 Inmate Behavior

By the end of this session, the officer:

- 34.3.1 Will state characteristics of the "total" individual.
- 34.3.2 Will identify personal characteristics that make a prisoner appear to be different from the average citizen.
- 34.3.3 Will identify critical behavior patterns and factors that impact prisoner behavior.
- 34.3.4 Will list factors that determine the direction of behavioral change.

■ 34.4 Key Control/Head Counts

By the end of this session, the officer:

- 34.4.1 Will state the values/purposes of manual/electronic key control.
- 34.4.2 Will list the basic rules for key control.
- 34.4.3 Will list values/purposes of a head count in a jail.
- 34.4.4* Will demonstrate the ability to conduct a proper head count in a cell block and/or dormito
- 34.4.5 Will list tools and equipment that should be controlled.

- 34.4.6 Will state the basic procedures for supervising contract workers in the jail.
- 34.4.7 Will explain methods of controlling janitorial and food service supplies.
- 34.4.8 Will state the minimum number of head counts required per day.
- 34.4.9 Will state the minimum number of officers required to make a head count.
- 34.4.10 Will distinguish between cell block and dormitory counts.
- 34.4.11 Will identify procedures for verifying head counts with booking log entries.
- 34.4.12 Will list procedures to follow when an inmate is unaccounted for.
- 34.4.13 Will state the precautions to be taken during night counts.

■ 34.5 Classification

By the end of this session, the officer:

- 34.5.1 Will state values/purposes of correctional classification in a jail.
- 34.5.2 Will list benefits of classification for security and/or treatment needs in an institution.
- 34.5.3 Will identify personal factors utilized in a typical classification system.
- 34.5.4 Will describe the initial classification process.
- 34.5.5 Will define the reclassification process.
- 34.5.6 Will define the discharge assessment process.
- 34.5.7 Will describe classification recordkeeping.

■ 34.6 Receiving and Discharging Inmates

By the end of this session, the officer:

- 34.6.1 Will list the proper procedures for admitting prisoners into the jail.
- 34.6.2 Will identify the legal authority for admitting a person into jail.
- 34.6.3 Will define what is meant by a bond.
- 34.6.4 Will list the kinds of releases from jail.
- 34.6.5 Will state the proper procedures for discharging a prisoner from jail.
- 34.6.6 Will state the proper procedures for control of visitors in the jail.

- 34.6.7 Will identify the proper procedure for photographing an inmate.
- 34.6.8 Will identify the proper procedure for conducting a computer check of an inmate.
- 34.6.9* Will demonstrate ability to book a prisoner.
- 34.6.10* Will demonstrate ability to photograph a prisoner.
- 34.6.11* Will demonstrate ability to release a prisoner.
- 34.6.12 Will verify a committal document.
- 34.6.13* Will demonstrate patdown search of arrestee for weapons.
- 34.6.14* Will demonstrate proper procedure for accepting custody of arrestee.
- 34.6.15 Will know how to verify identity of arresting officer.
- 34.6.16 Will know how to verify time served.
- 34.6.17 Will describe how to check for detainers.
- 34.6.18 Make positive identification of inmates to be released.
- 34.6.19 Will list all steps prerequisite to release of inmates.

■ 34.7 Escapes

By the end of this session, the officer:

- 34.7.1 Will define escape.
- 34.7.2 Will define attempted escape.
- 34.7.3 Will define what is meant by penetration as pertains to escapes or attempted escapes.
- 34.7.4 Will list factors that cause escapes.
- 34.7.5 Will identify types of escapes.
- 34.7.6 Will identify means an inmate utilizes in effecting an escape.
- 34.7.7 Will state the steps that should be taken to prevent escapes.
- 34.7.8 Will detail emergency planning procedures that take effect in escape situations.

■ 34.8 Trustees

By the end of this session, the officer:

- 34.8.1 Will define trustee.

- 34.8.2 Will list factors used in determining which inmates are good candidates to become trustees.
- 34.8.3 Will identify the appropriate uses for trustees in a jail.
- 34.8.4 Will identify when trustees should be searched.

■ 34.9 Medication

By the end of this session, the officer:

- 34.9.1 Will list values/purposes of medical/dental services in a jail.
- 34.9.2 Will cite the required procedures for medical/dental services.
- 34.9.3 Will cite the legal authority for medical/dental diagnoses in a jail.
- 34.9.4 Will cite the legal authority for dispensing medicines in a jail.
- 34.9.5 Will cite the approved process for medical/dental recordkeeping.
- 34.9.6 Will cite the officer's responsibility when dealing with inmates' medical complaints.
- 34.9.7 Will cite the exception to the rule that all medications must be secured.
- 34.9.8 Will identify ways to ensure that medication is taken properly.
- 34.9.9 Will explain the handling of medication found in the possession of an arrestee during booking.
- 34.9.10* Will demonstrate ability to dispense medication according to procedures.

■ 34.10 Discipline/Due Process

By the end of this session, the officer:

- 34.10.1 Will list values/purposes of inmate discipline.
- 34.10.2 Will define due process as it relates to inmate discipline.
- 34.10.3 Will describe the due process procedures that must be followed in disciplinary actions.
- 34.10.4 Will list appropriate documentation needed for disciplinary action.
- 34.10.5 Will list inmate offenses that can lead to inmate discipline.
- 34.10.6 Will distinguish between major and minor offenses.
- 34.10.7 Will list fundamental rights of an inmate which cannot be suspended.
- 34.10.8 Will state the conditions/limits on punishment that can be administered.

■ 34.11 Introduction to Fingerprinting

By the end of this session, the officer:

- 34.11.1 Will identify the objectives of fingerprinting.
- 34.11.2 Will list reasons for illegible or unclassifiable prints.
- 34.11.3 Will identify unusual fingerprinting situations.
- 34.11.4 Will list reasons why fingerprint cards are returned to the contributor.

■ 34.12 Protecting a Crime Scene in a Jail

By the end of this session, the officer:

- 34.12.1 Will cite the kinds of crimes that occur in a jail.
- 34.12.2 Will cite the primary purposes for protecting a crime scene in a jail.
- 34.12.3* Will demonstrate the basic procedures for crime scene protection.
- 34.12.4 Will list critical, legal issues associated with crime scene protection.

■ 34.13 Jail Climate and Jailors

By the end of this session, the officer:

- 34.13.1 Will define what is meant by jail climate.
- 34.13.2 Will cite the primary elements of jail climate.
- 34.13.3 Will identify ways the officer impacts jail climate.
- 34.13.4 Will list critical times/events for inmates within the jail.

Appendix D

Officer and Instructor Population Count Report

Agency Name	Law Enforcement	Jailers	Court Sec./ Proc. Serv.	Dispatcher	Corrections	Non-Custodial	All Functions
Abingdon Police Department	16	0	0	0	0	0	16
Accomack County Sheriff's Office	18	23	2	11	0	0	54
Albemarle County Police Dept.	93	0	0	2	0	0	95
Albemarle County Sheriff's Off.	3	0	18	0	0	0	21
Albemarle-C'ville Joint Sec.Com.	0	63	0	0	0	0	63
Alberta Police Department	1	0	0	0	0	0	1
Alexandria City Sheriff's Office	39	116	5	0	0	0	162
Alexandria Dept. of Pub. Safety	278	0	0	18	0	0	296
Alleghany Co. Sheriff's Office	14	11	1	6	0	0	32
Altavista Police Department	11	0	0	7	0	0	18
Amelia County Sheriff's Office	9	0	2	8	0	0	19
Amherst County Sheriff's Office	23	17	1	6	0	0	47
Amherst Police Department	6	0	0	1	0	0	7
Appalachia Police Department	10	0	0	2	0	0	12
Appomattox Co. Sheriff's Office	13	16	1	0	0	0	30
Arlington Co. Police Department	339	0	0	52	0	0	391
Arlington Co. Sheriff's Office	4	200	7	0	0	0	213
Ashland Police Department	26	0	0	8	0	0	34
Augusta Co. Emerg. Operation Ct.	1	0	0	12	0	0	13
Augusta County Sheriff's Office	35	40	0	5	0	0	80
Babcock & Wilcox Co. Police Dept	89	0	0	0	0	0	89
Bath County Sheriff's Office	9	5	0	7	0	0	21
Bedford County Sheriff's Office	31	41	6	6	0	0	84
Bedford Police Department	22	0	0	5	0	0	27
Berryville Police Department	7	0	0	0	0	0	7

Officer and Instructor Population Count Report

Agency Name	Law Enforcement	Jailers	Court Sec./ Proc. Serv.	Dispatcher	Corrections	Non-Custodial	All Functions
Big Stone Gap Police Department	11	0	0	1	0	0	12
Blacksburg Police Department	49	3	0	8	0	0	60
Blackstone Police Department	12	0	0	6	0	0	18
Bland County Sheriff's Office	8	6	0	5	0	0	19
Bluefield Police Department	12	0	0	6	0	0	18
Boones Mill Police Department	1	0	0	0	0	0	1
Botetourt Co. Sheriff's Office	28	15	6	10	0	0	59
Bowling Green Police Department	2	0	0	0	0	0	2
Boykins Police Department	1	0	0	0	0	0	1
Bridgewater Police Department	6	0	0	0	0	0	6
Bristol City Sheriff's Office	3	42	3	0	0	0	48
Bristol Police Department	54	0	0	8	0	0	62
Broadway Police Department	4	0	0	0	0	0	4
Brookneal Police Department	6	0	0	0	0	0	6
Brunswick Co. Sheriff's Office	10	17	0	8	0	0	35
Buchanan County Sheriff's Office	25	12	0	9	0	0	46
Buckingham Co. Sheriff's Office	10	0	0	9	0	0	19
Buena Vista Police Department	12	0	0	8	0	0	20
Buena Vista Sheriff's Office	0	0	4	0	0	0	4
Burkeville Police Department	2	0	0	0	0	0	2
CSX Transportation Police	7	0	0	0	0	0	7
Campbell Co. Commun. Center	0	0	0	11	0	0	11
Campbell County Sheriff's Office	32	18	1	6	0	0	57
Cape Charles Police Department	8	0	0	0	0	0	8
Carilion Health System Pol. Dept	31	0	0	0	0	0	31

Officer and Instructor Population Count Report

Agency Name	Law Enforcement	Jailers	Court Sec./ Proc. Serv.	Dispatcher	Corrections	Non-Custodial	All Functions
Caroline County Sheriff's Office	27	14	2	6	0	0	49
Carroll County Sheriff's Office	20	10	2	5	0	0	37
Cedar Bluff Police Department	3	0	0	0	0	0	3
Central Va. Training Center PD	9	0	0	2	0	0	11
Central Virginia CC Police Dept.	3	0	0	0	0	0	3
Central Virginia Regional Jail	0	48	0	0	0	0	48
Charles City Co. Sheriff's Off.	11	0	0	10	0	0	21
Charlotte Co. Sheriff's Office	11	12	2	1	0	0	26
Charlottesville City Sher. Off.	3	0	7	0	0	0	10
Charlottesville Emerg. Op. Ctr.	0	0	0	51	0	0	51
Charlottesville Police Dept.	100	0	0	0	0	0	100
Chase City Police Department	8	0	0	5	0	0	13
Chatham Police Department	5	0	0	0	0	0	5
Chesapeake Bay Bridge-Tunnel PD	43	0	0	0	0	0	43
Chesapeake City Sheriff's Office	17	230	23	0	0	0	271
Chesapeake Police Department	319	0	0	34	0	0	353
Chesterfield Co. Sheriff's Off.	7	108	51	2	0	0	168
Chesterfield County Police Dept.	377	0	0	70	0	0	447
Chilhowie Police Department	7	0	0	0	0	0	7
Chincoteague Police Department	13	0	0	4	0	0	17
Christiansburg Police Department	35	0	0	9	0	0	44
Christopher Newport University PD	14	0	0	1	0	0	15
Clarke County Sheriff's Office	11	0	0	8	0	0	19
Clarke/Fred/Winchester Reg. Jail	0	79	0	0	0	0	79
Clarksville Police Department	9	0	0	1	0	0	10

Officer and Instructor Population Count Report

Agency Name	Law Enforcement	Jailers	Court Sec./ Proc. Serv.	Dispatcher	Corrections	Non-Custodial	All Functions
Clifton Forge Police Department	10	0	0	7	0	0	17
Clifton Forge Sheriff's Office	1	5	0	0	0	0	6
Clinch Valley Coll. Police Dept.	6	0	0	0	0	0	6
Clinchco Police Department	1	0	0	0	0	0	1
Clintwood Police Department	4	0	0	0	0	0	4
Clover Police Department	2	0	0	0	0	0	2
Coeburn Police Department	7	0	0	0	0	0	7
Colonial Beach Police Department	9	0	0	3	0	0	12
Colonial Heights City Sher. Off.	2	0	7	0	0	0	9
Colonial Heights Police Dept.	41	0	0	11	0	0	52
Courtland Police Department	1	0	0	0	0	0	1
Covington Police Department	15	0	0	7	0	0	22
Craig County Sheriff's Office	7	0	0	7	0	0	14
Craigsville Police Department	1	0	0	0	0	0	1
Crater Criminal Justice Academy	1	0	0	0	0	0	1
Crewe Police Department	5	0	0	1	0	0	6
Culpeper County Sheriff's Office	22	28	6	8	0	0	64
Culpeper Police Department	30	0	0	9	0	0	39
Cumberland Co. Sheriff's Office	7	0	0	9	0	0	16
DOC/Acad. for Staff Development	0	0	0	0	3	0	3
DOC/Investigative Unit	14	0	0	0	0	0	14
Damascus Police Department	1	0	0	0	0	0	1
Danville Adult Detention Ctr.	0	28	0	0	1	0	29
Danville City Sheriff's Office	1	40	10	0	0	0	51
Danville Emergency Services	0	0	0	10	0	0	10

Officer and Instructor Population Count Report

Agency Name	Law Enforcement	Jailers	Court Sec./ Proc. Serv.	Dispatcher	Corrections	Non-Custodial	All Functions
Danville Police Department	109	0	0	0	0	0	109
Dayton Police Department	3	0	0	0	0	0	3
Department of Corrections	5	1	0	1	6,994	32	7,033
Department of Motor Vehicles	51	0	0	0	0	0	51
Dept. of Crim. Justice Services	3	0	0	0	0	1	4
Dickenson Co. Sheriff's Office	13	12	1	5	0	0	31
Dillwyn Police Department	1	0	0	0	0	0	1
Dinwiddie Co. Sheriff's Office	19	18	5	9	0	0	51
Drakes Branch Police Department	1	0	0	0	0	0	1
Dublin Police Department	8	0	0	0	0	0	8
Dumfries Police Department	16	0	0	0	0	0	16
Eastern State Hospital-Security	13	0	0	9	0	0	22
Edinburg Police Department	3	0	0	0	0	0	3
Elkton Police Department	7	0	0	5	0	0	12
Emporia City Sheriff's Office	1	0	1	0	0	0	2
Emporia Police Department	23	0	0	7	0	0	30
Essex Co. Sheriff's Office	18	0	0	10	0	0	28
Exmore Police Department	4	0	0	0	0	0	4
Fairfax City Police Department	64	0	0	9	0	0	73
Fairfax County Police Department	1,039	0	0	132	0	0	1,171
Fairfax County Pub. Safety Acad.	1	0	0	0	0	0	1
Fairfax County Sheriff's Office	7	351	95	0	0	0	453
Falls Church City Sheriff's Off.	0	4	12	0	0	0	16
Falls Church Police Department	30	0	0	7	0	0	37
Farmville Police Department	21	0	0	10	0	0	31

Officer and Instructor Population Count Report

Agency Name	Law Enforcement	Jailers	Court Sec./ Proc. Serv.	Dispatcher	Corrections	Non-Custodial	All Functions
Fauquier County Sheriff's Office	71	27	8	0	0	0	106
Ferrum College Police Department	5	0	0	0	0	0	5
Floyd County Sheriff's Office	8	7	0	2	0	0	17
Fluvanna County Sheriff's Office	9	0	0	5	0	0	14
Franklin County Sheriff's Office	34	23	3	12	0	0	72
Franklin Police Department	28	0	0	8	0	0	36
Frederick Co. Sheriff's Office	70	0	4	9	0	0	84
Fredericksburg City Sher. Office	2	0	9	1	0	0	12
Fredericksburg Police Department	79	0	0	16	0	0	95
Fries Police Department	1	0	0	0	0	0	1
Front Royal Police Department	29	0	0	5	0	0	34
Galax Police Department	23	0	0	4	0	0	27
Gate City Police Department	7	0	0	0	0	0	7
George Mason Univ. Police Dept.	36	0	0	3	0	0	39
Giles County Sheriff's Office	9	10	9	8	0	0	36
Glade Spring Police Department	6	0	0	0	0	0	6
Glen Lyn Police Department	1	0	0	0	0	0	1
Gloucester Co. Sheriff's Office	54	22	0	15	0	0	91
Goochland Co. Sheriff's Office	20	0	1	8	0	0	29
Gordonsville Police Department	8	0	0	0	0	0	8
Grayson County Sheriff's Office	15	5	1	5	0	0	26
Greene County Sheriff's Office	18	0	0	8	0	0	26
Greensville Co. Sheriff's Office	9	16	0	0	0	0	25
Gretna Police Department	3	0	0	0	0	0	3
Grottoes Police Department	5	0	0	0	0	0	5

Officer and Instructor Population Count Report

Agency Name	Law Enforcement	Jailers	Court Sec./ Proc. Serv.	Dispatcher	Corrections	Non-Custodial	All Functions
Grundy Police Department	5	0	0	0	0	0	5
Halifax County Sheriff's Office	27	23	1	3	0	0	54
Halifax Police Department	6	0	0	0	0	0	6
Hampden-Sydney College Police	7	0	0	0	0	0	7
Hampton City Sheriff's Office	3	93	3	0	0	0	99
Hampton Police Department	249	1	0	31	0	0	281
Hanover Co. Commuc. Dept.	0	0	0	40	0	0	40
Hanover County Sheriff's Office	113	11	7	2	0	0	133
Harrisonburg Police Department	55	0	0	10	0	0	65
Haymarket Police Department	2	0	0	0	0	0	2
Haysi Police Department	2	0	0	0	0	0	2
Henrico County Div. of Police	475	0	0	94	0	0	569
Henrico County Sheriff's Office	1	237	46	0	0	0	284
Henrico Sheriff's Off. Trng. Acd	0	1	0	0	0	0	1
Henry County Sheriff's Office	60	33	4	0	0	0	97
Herndon Police Department	39	0	0	8	0	0	47
Highland County Sheriff's Office	6	5	0	9	0	0	20
Hillsville Police Department	10	0	0	0	0	0	10
Honaker Police Department	6	0	0	0	0	0	6
Hopewell City Sheriff's Office	7	1	1	0	0	0	9
Hopewell Police Department	49	0	0	7	0	0	56
Hurt Police Department	4	0	0	0	0	0	4
Independence Police Department	3	0	0	0	0	0	3
Isle of Wight Co. Sheriff's Off.	19	1	1	7	0	0	28
J. Sargeant Reynolds CC PD	8	0	0	0	0	0	8

Officer and Instructor Population Count Report

Agency Name	Law Enforcement	Jailers	Court Sec./ Proc. Serv.	Dispatcher	Corrections	Non-Custodial	All Functions
James City Central Dispatch	0	0	0	15	0	0	15
James City Co. Sheriff's Office	2	1	3	0	0	0	6
James City County Police Dept.	61	0	0	0	0	0	61
James Madison Univ. Dept. of PS	20	0	0	6	0	0	26
Jonesville Police Department	4	0	0	0	0	0	4
Kenbridge Police Department	7	0	0	0	0	0	7
Kilmarnock Police Department	6	0	0	0	0	0	6
King & Queen Co. Sheriff's Off.	5	0	0	7	0	0	12
King George Co. Sheriff's Office	17	0	0	12	0	0	29
King William Co. Sheriff's Off.	17	0	1	8	0	0	26
Kingsmill Police Department	14	0	0	2	0	0	16
LaCrosse Police Department	1	0	0	0	0	0	1
Lake Monticello Police/Security	8	0	0	0	0	0	8
Lancaster Co. Sheriff's Office	12	11	1	1	0	0	25
Lawrenceville Police Department	6	0	0	0	0	0	6
Lebanon Police Department	11	0	0	0	0	0	11
Lee County Sheriff's Office	23	9	3	7	0	0	42
Leesburg Police Department	42	0	0	0	0	0	42
Lexington Police Department	13	0	0	7	0	0	20
Liberty University Police Dept.	9	0	0	0	0	0	9
Longwood College Police Dept.	10	0	0	1	0	0	11
Loudoun County Sheriff's Office	116	46	18	19	0	0	199
Louisa County Sheriff's Office	21	0	1	10	0	0	32
Louisa Police Department	3	0	0	0	0	0	3
Lunenburg Co. Sheriff's Office	7	0	0	7	0	0	14

Officer and Instructor Population Count Report

Agency Name	Law Enforcement	Jailers	Court Sec./ Proc. Serv.	Dispatcher	Corrections	Non-Custodial	All Functions
Luray Police Department	14	0	0	1	0	0	15
Lynchburg City Communc. Div.	0	0	0	22	0	0	22
Lynchburg City Sheriff's Office	1	55	15	2	0	0	73
Lynchburg Police Department	150	0	0	1	0	0	151
Madison County Sheriff's Office	11	0	1	7	0	0	19
Manassas City Police Department	78	0	0	15	0	0	93
Manassas Park City Police Dept.	13	0	0	6	0	0	19
Marion Police Department	17	0	0	1	0	0	18
Martinsv-Henry Co. Joint Disp.Ct	0	0	0	19	0	0	19
Martinsville City Farm	1	14	0	0	0	0	15
Martinsville Police Department	53	0	0	0	0	0	53
Martinsville Sheriff's Office	2	26	9	0	0	0	37
Mary Washington College Police	16	0	0	4	0	0	20
Massanutten Police Department	4	0	0	0	0	0	4
Mathews County Sheriff's Office	10	0	0	7	0	0	17
McKenney Police Department	1	0	0	0	0	0	1
Mecklenburg Co. Sheriff's Office	22	36	2	3	0	0	63
Medical College of Hampton RdsPD	0	0	0	4	0	0	4
Metro Washington Airports Authty	161	0	0	8	0	0	169
Middle Peninsula Security Center	0	33	0	0	0	0	33
Middleburg Police Department	3	0	0	0	0	0	3
Middlesex Co. Sheriff's Office	11	0	0	5	0	0	16
Middletown Police Department	7	0	0	0	0	0	7
Montgomery Co. Sheriff's Office	46	27	4	11	0	0	89
Montross Police Department	1	0	0	0	0	0	1

Officer and Instructor Population Count Report

Agency Name	Law Enforcement	Jailers	Court Sec./ Proc. Serv.	Dispatcher	Corrections	Non-Custodial	All Functions
Mount Jackson Police Department	3	0	0	0	0	0	3
Narrows Police Department	8	0	0	0	0	0	8
Nelson County Sheriff's Office	8	11	1	0	0	0	20
New Kent County Sheriff's Office	17	0	3	12	0	0	32
New Market Police Department	4	0	0	0	0	0	4
New River Crim. Just Trng. Acad.	2	0	0	0	0	0	2
Newport News City Emerg. Comm.	0	0	0	6	0	0	6
Newport News City Farm	0	48	0	0	0	0	48
Newport News City Sheriff's Off.	2	133	6	0	0	0	141
Newport News Police Department	392	0	0	47	0	0	439
Newport News/Williamsburg Airp.P	13	0	0	5	0	0	18
No. Va. Comm. College Police Dept.	30	0	0	0	0	0	30
Norfolk City Emerg. Communc.	0	0	0	83	0	0	83
Norfolk City Sheriff's Office	8	404	39	0	0	0	451
Norfolk Internat'l Airport PD	28	0	0	9	0	0	37
Norfolk Police Academy	1	0	0	0	0	0	1
Norfolk Police Department	707	0	0	0	0	0	707
Norfolk Southern Corp. Police	38	0	0	14	0	0	52
Norfolk State Univ. Police Dept.	28	0	0	6	0	0	34
Northampton Co. Sheriff's Office	16	20	0	8	0	0	44
Northern Neck Regional Jail	0	41	0	0	0	0	41
Northern Va. Crim. Justice Academy	1	0	0	0	0	0	1
Northumberland Co. Sheriff's Off.	11	7	3	1	0	0	22
Norton City Sheriff's Office	1	0	1	0	0	0	2
Norton Police Department	17	0	0	7	0	0	24

Officer and Instructor Population Count Report

Agency Name	Law Enforcement	Jailers	Court Sec./ Proc. Serv.	Dispatcher	Corrections	Non-Custodial	All Functions
Nottoway County Sheriff's Office	12	0	2	8	0	0	22
Occoquan Police Department	3	0	0	0	0	0	3
Old Dominion Univ. Police Dept.	30	0	0	14	0	0	44
Onancock Police Department	4	0	0	0	0	0	4
Onley Police Department	2	0	0	0	0	0	2
Orange County Sheriff's Office	19	1	4	14	0	0	38
Orange Police Department	14	0	0	0	0	0	14
Page County Sheriff's Office	17	8	2	7	0	0	34
Pamunkey Regional Jail	0	34	0	0	0	0	34
Parksley Police Department	4	0	0	0	0	0	4
Patrick County Sheriff's Office	12	6	1	4	0	0	23
Pearisburg Police Department	7	0	0	0	0	0	7
Pembroke Police Department	4	0	0	0	0	0	4
Pennington Gap Police Department	4	0	0	3	0	0	7
Petersburg City Sheriff's Office	0	78	8	0	0	0	86
Petersburg Police Department	114	0	0	23	0	0	137
Peumansend Creek Regional Jail	0	1	0	0	0	0	1
Piedmont Geriatric Hospital PD	4	0	0	0	0	0	4
Piedmont Regional Jail	0	51	0	0	0	0	51
Pittsylvania Co. Commun. Center	0	0	0	8	0	0	8
Pittsylvania Co. Sheriff's Off.	43	31	7	6	0	0	87
Pocahontas Police Department	4	0	0	0	0	0	4
Poquoson Police Department	35	0	0	6	0	0	41
Portsmouth City Sheriff's Office	14	162	10	0	0	0	186
Portsmouth Police Department	292	0	0	34	0	0	326

Officer and Instructor Population Count Report

Agency Name	Law Enforcement	Jailers	Court Sec./ Proc. Serv.	Dispatcher	Corrections Non-Custodial	All Functions
Pound Police Department	4	0	0	0	0	4
Powhatan County Sheriff's Office	18	0	1	8	0	27
Prince Edward Co. Sheriff's Off.	15	0	2	5	0	22
Prince George Co. Sheriff's Off.	5	0	3	0	0	8
Prince George Police Department	43	0	0	7	0	50
Prince William Co. Police Dept.	328	0	0	13	0	341
Prince William Co. Sheriff's Off.	65	0	0	1	0	66
Prince Wm-Manassas Deten. Cntr.	0	169	0	0	0	169
Pulaski County Sheriff's Office	26	26	0	8	0	60
Pulaski Police Department	30	0	0	7	0	37
Purcellville Police Department	5	0	0	0	0	5
Quantico Police Department	6	0	0	0	0	6
Radford City Sheriff's Office	1	10	3	0	0	14
Radford Police Department	24	0	0	9	0	33
Radford Univ. Police Department	18	0	0	4	0	22
Rappahannock Co. Sheriff's Off.	7	11	0	0	0	18
Rappahannock Regional Jail	0	94	0	0	0	94
Remington Police Department	3	0	0	0	0	3
Rich Creek Police Department	1	0	0	0	0	1
Richlands Police Department	16	0	0	4	0	20
Richmond City Sheriff's Office	5	293	69	1	0	370
Richmond County Sheriff's Office	10	0	0	7	0	17
Richmond Emergency Comm.	0	0	0	4	0	4
Richmond Internat'l Airport Pol.	20	0	0	8	0	28
Richmond Police Academy	1	0	0	0	0	1

Officer and Instructor Population Count Report

Agency Name	Law Enforcement	Jailers	Court Sec./ Proc. Serv.	Dispatcher	Corrections	Non-Custodial	All Functions
Richmond Police Department	674	0	0	59	0	0	733
Riverside Regional Jail	0	136	0	0	0	0	136
Roanoke City Police Department	248	0	0	0	0	0	248
Roanoke City Sheriff's Office	2	146	27	0	0	0	175
Roanoke Communications Center	0	0	0	40	0	0	40
Roanoke County Police Department	108	0	0	23	0	0	131
Roanoke County Sheriff's Office	2	58	16	0	0	0	76
Rockbridge Co. Sheriff's Office	17	0	1	9	0	0	27
Rockbridge Regional Jail	0	28	0	0	0	0	28
Rockingham Co. Sheriff's Office	38	68	5	6	0	0	117
Rocky Mount Police Department	11	0	0	0	0	0	11
Rural Retreat Police Department	1	0	0	0	0	0	1
Russell County Sheriff's Office	20	11	5	8	0	0	44
Saint Paul Police Department	5	0	0	0	0	0	5
Salem City Sheriff's Office	1	1	8	0	0	0	10
Salem Police Department	61	0	0	13	0	0	74
Saltville Police Department	10	0	0	0	0	0	10
Saxis Police Department	1	0	0	0	0	0	1
Scott County Sheriff's Office	15	17	0	8	0	0	40
Shenandoah Co. Sheriff's Office	30	17	2	18	2	0	69
Shenandoah Police Department	2	0	0	0	0	0	2
Smithfield Police Department	17	0	0	10	0	0	27
Smyth County Sheriff's Office	15	17	4	14	0	0	50
South Boston Police Department	23	0	0	6	0	0	29
South Hill Police Department	16	0	0	10	0	0	26

COURT AND INSTRUCTOR Population Count Report

Agency Name	Law Enforcement	Jailers	Court Sec./ Proc. Serv.	Dispatcher	Corrections	Non-Custodial	All Functions
Southampton Co. Sheriff's Office	16	43	2	5	0	0	66
Southern Railway System Pol.Dept	7	0	0	0	0	0	7
Southside Va. Training Center	17	0	0	0	0	0	17
Southwest Va. Comm. College PD	5	0	0	0	0	0	5
Southwest Va. Mental Hlth. Inst.	7	0	0	0	0	0	7
Spotsylvania Co. Sheriff's Off.	75	0	15	27	0	0	117
Stafford County Sheriff's Office	72	1	19	22	0	0	114
Stanley Police Department	3	0	0	0	0	0	3
Staunton City Sheriff's Office	1	0	5	0	0	0	6
Staunton Police Department	46	0	0	12	0	0	58
Stephens City Police Department	5	0	0	0	0	0	5
Strasburg Police Department	8	0	0	1	0	0	9
Suffolk City Sheriff's Office	1	3	18	0	0	0	22
Suffolk Police Department	112	0	0	19	0	0	131
Surry County Sheriff's Office	12	1	1	10	0	0	24
Sussex County Sheriff's Office	15	17	0	0	0	0	33
Tangier Police Department	1	0	0	0	0	0	1
Tappahannock Police Department	9	0	0	0	0	0	9
Tazewell County Sheriff's Office	20	17	8	5	0	0	50
Tazewell Police Department	12	0	0	0	0	0	12
Thomas Nelson Comm. College PD	8	0	0	2	0	0	10
Timberville Police Department	2	0	0	0	0	0	2
University of Richmond Pol. Dept	15	0	0	7	0	0	22
University of Va. Police Dept.	57	0	0	0	0	0	57
Va. Alcohol Beverage Control PD	143	0	0	0	0	0	143

Agency Name	Law Enforcement	Jailers	Court Sec./ Proc. Serv.	Dispatcher	Corrections	Non-Custodial	All Functions
Va. Beach City Sheriff's Office	2	294	2	0	0	0	298
Va. Beach Police Academy	1	0	0	0	0	0	1
Va. Beach Police Department	734	1	0	88	0	0	823
Va. Capitol Police Department	76	0	0	0	0	0	76
Va. Commonwealth Univ. Pol.Dept.	58	0	0	30	0	0	88
Va. Dept. Game/Inland Fisheries	162	0	0	1	0	0	163
Va. Highlands Comm.Col.Pol.Dept.	2	0	0	0	0	0	2
Va. Lottery Department	10	0	0	0	0	0	10
Va. Marine Resources Commission	60	0	0	4	0	0	64
Va. Military Institute Pol.Dept.	5	0	0	0	0	0	5
Va. Peninsula Regional Jail	0	76	0	0	0	0	76
Va. Polytechnic Inst. PD	33	0	0	8	0	0	41
Va. Port Authority Police Dept.	68	0	0	5	0	0	73
Va. State Police	1,660	0	0	108	0	0	1,768
Va. State University Police Dept	13	0	0	2	0	0	15
Va. Western Comm.Col.Police Dept	5	0	0	0	0	0	5
Victoria Police Department	4	0	0	0	0	0	4
Vienna Police Department	38	0	0	5	0	0	43
Vinton Police Department	18	0	0	8	0	0	26
Warren County Sheriff's Office	28	24	3	12	0	0	67
Warrenton Police Department	24	0	0	3	0	0	27
Warrenton/Fauquier Joint Com Ctr	0	0	0	13	0	0	13
Warsaw Police Department	6	0	0	0	0	0	6
Wash.Metro Area Transit Pol.Dept	280	0	0	15	0	0	295
Washington Co. Sheriff's Office	41	18	6	14	0	0	79

