

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT  
MANUAL OF GENERAL ORDERS**

<b>General Order: 22.03</b>	<b>Effective: 04/10/2019</b>	<b>Supersedes: 07/01/2015</b>	<b>Number of Pages: 3</b>
-----------------------------	------------------------------	-------------------------------	---------------------------

**TRAINING: BASIC AND FIELD TRAINING FOR SWORN MEMBERS**

A. Unless deemed otherwise qualified, any person employed by this Department as a full time law enforcement officer shall be required to undergo basic law enforcement training through an institution certified by the Virginia Department of Criminal Justice Services, and the Department's field training program.

1. This training may include, but is not limited to, instruction in:

- a. Ethics.
- b. Fair and Impartial Policing.
- c. Cultural Diversity.
- d. Interpersonal Communication.
- e. Crisis Intervention Training
- f. Physical training and education.
- g. Military courtesy.
- h. Virginia motor vehicle code.
- i. Laws of arrest.
- j. Patrol techniques.
- k. Crash investigation.
- l. Criminal investigation.
- m. Report writing.
- n. Identification techniques.
- o. Crime scene processing.
- p. First aid and CPR.
- q. Control tactics.
- r. Care and use of firearms.
- s. Patrol vehicle operations.
- t. Radio communications techniques.
- u. Crowd and riot control.
- v. Other subjects as may be desirable and necessary.

B. Prior to completing the established basic academy training, members shall:

- 1. Be attired in a manner consistent with departmental guidelines for members wearing civilian clothing while on duty.
- 2. Not carry a firearm as an officer of this Department either on or off duty.
- 3. Not exercise arrest or other police powers.

4. Be assigned to other administrative functions within the Department as may be deemed appropriate.
- C. Members in Field Training should perform police duties only under the direct supervision of an experienced officer of this Department.
  - D. Basic and field training should not include full participation in unusually hazardous assignments where lack of knowledge or experience may expose the officer in training to risk of personal injury or jeopardize the success of the police function.
  - E. A probationary member, prior to graduation from the Department's Criminal Justice Academy or other approved academy, is not authorized to operate departmental vehicles on a routine basis unless directed to do so by their immediate supervisor or a member of the Criminal Justice Academy staff.
  - F. Unless required by their work assignment, members in basic training shall not be permitted to ride along or work with any other officer of this Department or any other agency, but shall devote their time and attention to their Academy duties.
  - G. Members in field training status who desire to ride along with an officer or any other law enforcement agency must first obtain the permission of this Department's Chief of Police.
  - H. Separation from this Department shall be mandatory, once grounds are noted, of any conditionally appointed officer who fails to display a proper interest or fails to make satisfactory progress during basic or field training. Previously certified officers (in-state) may be evaluated for inclusion in a basic recruit session.
  - I. The training period during the entire course of the conditional appointment of all personnel shall be considered to be the final step in the personnel selection process and therefore will enable this Department to determine if the conditional appointee meets all requirements necessary for permanent employment in the position involved.
  - J. Field Training for Probationary Members with Law Enforcement Experience.
    1. Probationary members with prior law enforcement experience and who have graduated from a Criminal Justice Academy (certified by the Virginia Department of Criminal Justice Services), may be required to complete the full field training program provided by this Department.
    2. In recognizing that these members come from a wide range of law enforcement agencies, it will be the responsibility of the assigned FTO and immediate supervisor to ensure that the probationary member is fully qualified and prepared to assume a solo-duty assignment.

3. In any such case, the duration of the field training program for experienced officers shall not be less than twenty (20) days and the probationary member must still comply with all other field training requirements.

K. Members transferring into the Criminal Investigations Division will undergo a Field Training Program by being assigned to work with an experienced detective and to complete and document an approved familiarization outline.

1. Each newly-appointed Detective will be assigned to work under the close guidance of a field training detective for thirty (30) days. This field training period may be reduced or extended upon the recommendation of the unit supervisor with the approval of the Division Commander.
2. Field training detectives will be chosen by the unit supervisor based on their ability to evaluate, their experience, and their knowledge of investigatory procedures.
3. The field training detective will work with the newly assigned detective daily and will utilize the provided checklist to discuss, simulate, or perform the tasks, and then document the training methods.
4. Upon completion of the training period, the completed checklist will be forwarded through the chain of command to the Division Commander, and then the Academy, to be included in the member's training records.