

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

General Order: 22.04	Effective: 04/01/2020	Supersedes: 12/20/2017	Number of Pages: 2
-----------------------------	------------------------------	-------------------------------	---------------------------

**TRAINING: LOCAL TRAINING FOR PROBATIONARY SWORN
MEMBERS**

- A. Each newly sworn member who does not attend the Prince William Criminal Justice Academy and receive local training as part of the basic session curriculum will be given group or individual instruction and training concerning local matters, policies, procedures, rules and regulations, orders of the Department, County Ordinances, and any other matters which may be useful to the officer in completing their job task(s).
- B. The instruction shall include but not be limited to:
1. Departmental policies, procedures, and rules and regulations.
 2. Familiarization with the Accreditation Program.
 3. Reports.
 4. Use of radio (including FCC rules and regulations).
 5. Ordinances of Prince William County.
 6. Operation of law enforcement vehicles.
 7. Familiarization and execution of legal documents.
 8. Familiarization of territory, geography, and facilities.
 9. Administrative handling of emotionally disturbed persons.
 10. Juvenile procedures.
 11. Detention facility, lock-up, and booking procedures.
 12. Liaison with other criminal justice agencies (state, federal, and local).
 13. Defensive/Control tactics.
 14. Firearms.
 15. Any other training as directed by the Criminal Justice Academy Director.

C. Manner of conducting local training classes:

1. Local training may be conducted in whole or in part by classroom instruction (group) or by the assigned Field Training Officers (individual methods).
2. Regardless of the manner in which it is accomplished, the training will be thoroughly documented by the Criminal Justice Academy.
3. The Academy Director or designee will complete a DCJS (Department of Criminal Justice Services) form #B-13 for each trainee and forward it to the DCJS under the Chief's signature as required by DCJS rules and regulations. The purpose of form B-13 is to certify that the individual recruit officer/trainee has received a minimum of sixty (60) hours of field training in applicable subjects named thereon.